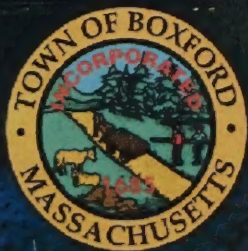


*Boxford, Massachusetts*  
*Annual Report*  
**2019**



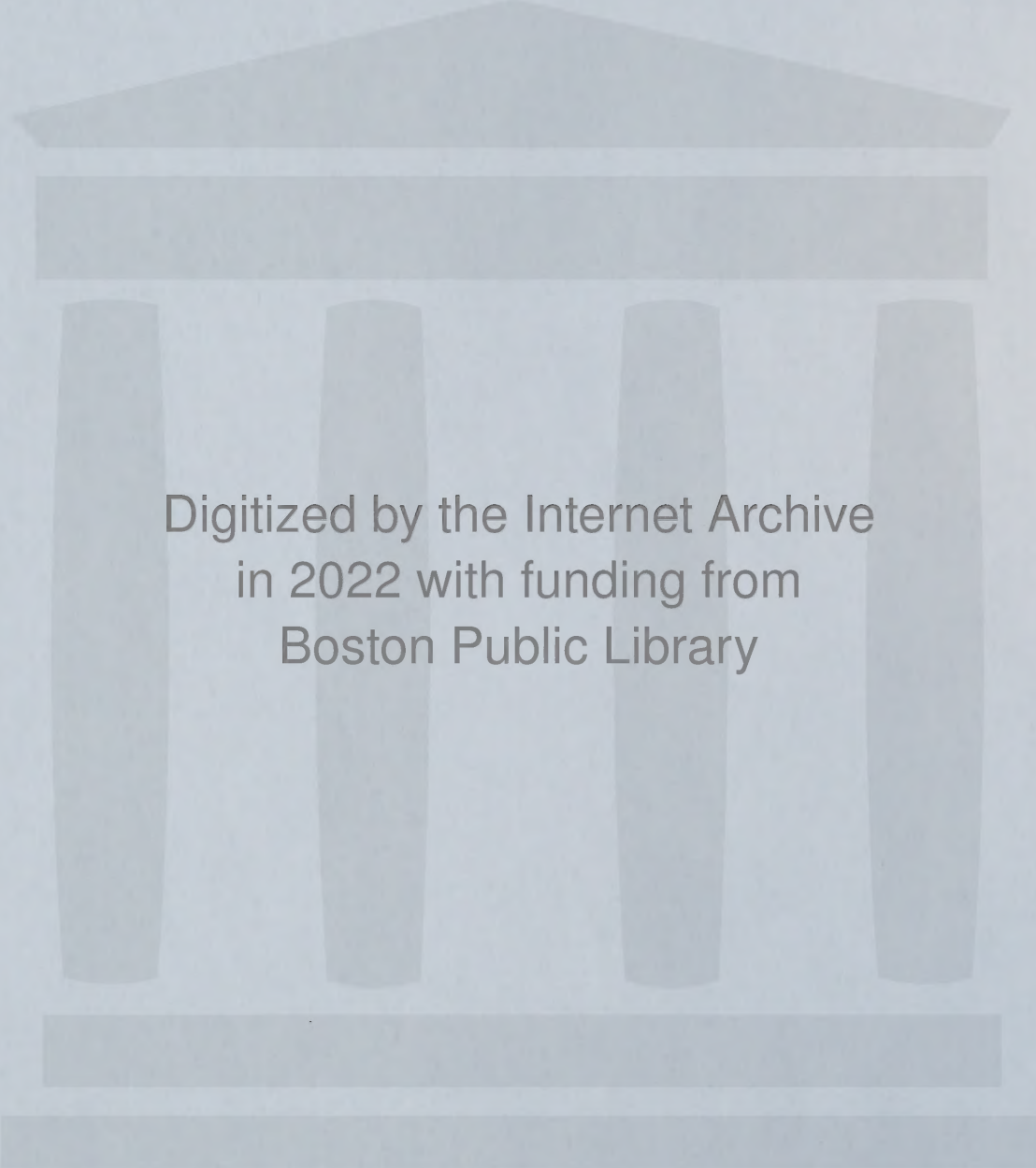






# Town of Boxford Annual Report 2019





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# BOXFORD

## ANNUAL TOWN REPORT

2019



BOXFORD, MASSACHUSETTS

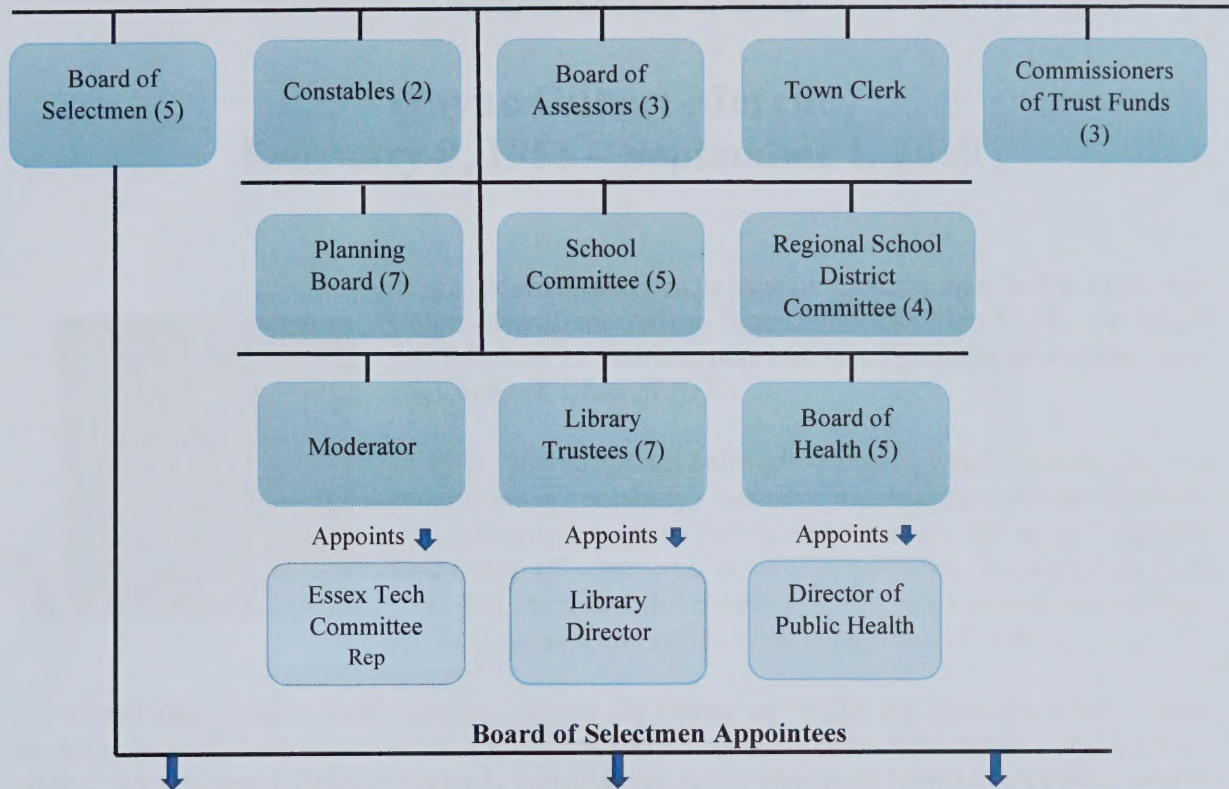






# BOXFORD OFFICIALS

## Voters Elect



### OFFICERS

Town Administrator  
 Assistant Town Administrator  
 Animal Control Officer  
 Communications Director  
 Director of Municipal Finance/  
 Town Accountant  
 Emergency Management Director  
 Fire Chief  
 Election Officers  
 Forest Warden  
 Inspector of Animals, Buildings,  
 Wiring, Plumbing/Gas  
 Treasurer/Tax Collector  
 Parking Clerk  
 Police Chief  
 Superintendent of Public Works  
 Sealer of Weights & Measures  
 Town Counsel  
 Veterans' Agent  
 Veterans' Grave Officer

### COMMITTEES

Agricultural Commission  
 Community Preservation  
 Council on Aging  
 Board of Appeals  
 Cultural Arts Council  
 Cable TV Advisory  
 Community Preservation Act  
 Computer Management  
 Conservation Commission  
 Fence Viewers  
 Finance Committee  
 Town Forest  
 Historic Districts Commission  
 Lakes, Ponds & Streams  
 Boxford Land  
 Personnel Board  
 Permanent Non-School Building  
 Recreation  
 Recycling  
 Registrar of Voters

### AD HOC COMMITTEES

Border to Boston Trail  
 Haynes Land Advisory  
 Housing Partnership  
 Friends of the Ackerman Playground  
 Committee  
 Sustainability Committee  
 Cable Advisory Committee

### INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

Boxford Athletic Association  
 BTA/BOLT, Inc.  
 Historic Document Center  
 H.A.W.C (Help for Abused Women  
 & Children)  
 Tri-Town Council on Youth &  
 Family Services  
 Boxford Cable Access Television







# DEDICATION

## **Wayne Gilbert Merrill** **February 9, 1951 – September 1, 2019**



Wayne Merrill was born in Newburyport, he was the son of the late Ralph Merrill and Arlene June (Philbrick) Merrill. He was raised and educated in Newburyport and was a graduate of Newburyport High School, Class of 1971.

In 1978, Wayne and his beloved wife Jane, would become the new proprietors of her family's business, the Boxford Community Store, affectionately known as Jack's, and transform the store to an even bigger hub of commerce, town life, and love. Through their hard work the store has flourished over the years providing delicious meals, groceries and goods to the residents of Boxford.

He owned and operated many businesses over the course of his life and was not afraid to take chances. Wayne's love of cars never diminished and he made his passion his profession. His work ethic was legendary. Often driving early morning runs to the airport and finishing his days closing up the community store or a late-night pickup for a client. He was always willing to be the best provider for his family that he could be.

A longtime resident and pillar of the Boxford community, Wayne had an innate ability to endear himself to others. Whether with a spirited joke, an elaborate anecdote, or a hearty handshake (and often all three) Wayne made an impression on people. He was a natural born storyteller; full of fun, laughter, and the ability to bring others joy. He would give the shirt off his back to help a friend in need and if you met Wayne once, you were his friend for life. He was a staple in town and enjoyed being the unofficial mayor of Boxford. He would greet you by name with an out stretched hand and an ear-to-ear grin. He continually gave of himself to his family, his friends, and to the town of Boxford.

Wayne's greatest joy in life has come from his family and becoming a papa to his beloved grandchildren. He and his family were honored by the people of Boxford for providing an everlasting memory and trip to Disney World upon his cancer diagnosis. But it wasn't just the trip that made it so special; it was the outpouring of love, care and concern by his friends and neighbors that made this moment in Wayne's life so special. Wayne had a deeply profound impact on the Town of Boxford and its residents and will be eternally remembered by going to Wayne's and raising a cold one (soda only) in his memory. He will be deeply missed.







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# Town Officers

- Elected
- Appointed
- Committees, Boards and Commissions
- Ad Hoc Committees
- Schools
- Independent Services
- Meeting Schedules







## ELECTED TOWN OFFICIALS

### MODERATOR

Gerald R. Johnston (2020)

### BOARD OF SELECTMEN

Barbara Jessel, Chair (2020)

Mary Ann Nay, Clerk (2022)

Alfred Vaz, Jr.(2021)

Charles J. Costello (2021)

Peter C. Perkins (2022)

### TOWN CLERK

Robin Phelan (2022)

### BOARD OF ASSESSORS

David F. Benson, Chair (2022)

Diana Headrick (2021)

Kerrie L. Myers (2020)

### BOXFORD SCHOOL COMMITTEE

Carole Jane Hubbard, Chair (2021)

Terri Teleen (2020)

Elizabeth Palmer (2022)

Heather N. Vaz (2020)

Terri Teleen (2020)

### MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Daniel Volchok (2020)

Carolyn Julia Miller (2020)

Kristen Demarco (2021)

Bonnie Thornborough (2022)

### PLANNING BOARD

Robert C. Gore, Chair (2020)

Angela Steadman (2021)

Holly Langer (2022)

Christian T. Wise (2020)

Patrick G. Canonica (2022)

Ellen Nestervich (2021)

John Adams (2024)

### BOARD OF HEALTH

Richard Taylor, Chair (2020)

Rick Fahrner, Vice Chair (2021)

Dr. Hans C. Jeppesen (2021)

Heather L. Forand (2020)

Alexander Constan (2022)

TRUSTEES OF THE BOXFORD  
PUBLIC LIBRARIES

*Linda Shea, Chair (2019)*

*Heidi Ellard (2020)*

Jeanette Glesmann, Chair (2020)

Jayne Smallman, Vice Chair(2022)

Carole Davis (2021)

Stephen Harvey (2021)

Elizabeth Mullard (2021)

John Paul Ryan (2022)

CONSTABLES

John Rowen (2020)

David Smallman (2020)

COMMISSIONERS OF TRUST FUNDS

Judith A. Stickney (2021)

Kathy Zolla (2020)

Bankson C. Riter, Jr. (2022)



## APPOINTED TOWN OFFICERS

TOWN COUNSEL	KP Law, P.C.
TOWN ADMINISTRATOR	Alan J. Benson
DIRECTOR OF MUNICIPAL FINANCE/TOWN ACCOUNTANT	Kathleen J. Benevento
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	<i>John C. Dold (retired)</i> Christopher Olbrot
POLICE CHIEF	James B. Riter
FIRE CHIEF	Brian D. Geiger
INSPECTOR OF BUILDINGS	Robert Aldenberg
DIRECTOR OF COMMUNICATIONS	Warren E. Gould
DIRECTOR OF PUBLIC HEALTH	Kendell Longo
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF PUBLIC LIBRARIES	Kevin Bourque
PROCUREMENT OFFICER	Alan J. Benson
TREASURER/TAX COLLECTOR	Ellen S. Guerin
VETERANS' AGENT	Joseph LeBlanc, District Director
VETERANS' GRAVE OFFICER	Javier G. Morales
FOREST WARDEN	Brian D. Geiger
ANIMAL CONTROL OFFICER	Helen L. Phillips
AMERICAN DISABILITIES ACT COORDINATOR	Mary Ann Nay
PARKING CLERK	Ellen S. Guerin
SEALER OF WEIGHTS & MEASURES	Richard Zullo

ESSEX NORTH SHORE REGIONAL  
AGRICULTURAL AND TECHNICAL SCHOOL  
DISTRICT REPRESENTATIVE

DIRECTOR OF ASSESSMENT

Kristin Hanlon

ASSISTANT TREASURER

Kelley Coye

DEPUTY TAX COLLECTOR

Kelley & Ryan Associates, Inc.  
7 Rosenfeld Drive  
Hopedale, MA 01747



## COMMITTEES, BOARDS AND COMMISSIONS

### COUNCIL ON AGING

*Richard F. Taylor, Chair (2019)*

F. Richard Shaw (2022)

Judith Andersen (2022)

Elizabeth Murphy (2020)

Stephen A. Harvey (2023)

Suzanne Cox (2021)

Christina Eckert (2021)

Vacancy (2023)

### AGRICULTURAL COMMISSION

Randolph Johnson, Chair (2020)

Laura Sapienza-Grabski, Vice-Chair (2021)

Chuck Kornely (2020)

Louis Athanas (2022)

Frank DiLuna (2022)

### BOARD OF APPEALS

Paula Fitzsimmons, Chair (2020)

J. Steven Merriam, Jr. (2021)

Ralph Nay (2021)

### BOARD OF APPEALS (*Alternates*)

David Peterson (2022)

Vacancy (2020)

### COMMUNITY PRESERVATION COMMITTEE

Peter Delaney, Chair (2020)

J. Steven Merriam, Jr. (2020)

Natasha Grigg (2020)

Angela Steadman (2020)

Virginia Havey (2020)

Barbara G. Jessel (2020)

F. Richard Shaw (2020)

Jon Schwartz (2020)

Melissa Rodrigues-Silvestro (2020)

### COMPUTER MANAGEMENT

David Manzi (2021)

Jason Earl Taylor (2020)

David S. Morton (2022)

2 Vacancies (2020) (2021)

### CONSERVATION COMMISSION

Peter Delaney (2020)

Alan S. Fowler (2022)

Francis A. DiLuna (2020)

Mark P. Mitsch (2022)

Natalie Grigg (2022)

David Smallman (2020)

Kerri Lummus (2021)

BOXFORD CULTURAL COUNCIL (ARTS  
COUNCIL)

*Judy Stickney (2019)*  
Sarah Arrigo (2021)  
Anna Barbieri (2021)  
Kathy Zolla (2020)  
Stephanie Meegan (2021)  
Marya DeCarlen (2020)  
Carole Davis (2022)  
Vacancy (2022)

ELECTION OFFICERS

Judith Anderson  
Suzy Arsenault  
Lois E. Bell  
Ruthann Budrewicz  
Karen Collari-Troake  
Suzanne Cox  
Harry Crockett  
Melanie Cullinane  
Christine Delaney  
Joan Gordon  
Judith Gore  
Leona Gormley  
Natalie Grigg  
Anne V. Gyles  
Selma Johnson  
Virginia Keilty  
Stephen Knowles  
Mary (Holly) Langer  
Sandy Leito  
Mary Lynn Lovejoy  
Charlene Mead  
Cynthia Middleton  
Jim Middleton  
Tatjana Nugteren  
Beverly Perkins  
Sandra C. Pinkham  
Becky Potts  
Danny Rio  
Debra Schildkraut  
Linda Shea  
Jayne E. Smallman  
Judith A. Stickney  
Carolyn Tanner  
Meredith Zafonte  
Steven Zafonte

FENCE VIEWERS

Board of Selectmen



FINANCE COMMITTEE

*Kathy Trull (2019)*  
Michael E. White, Chair (2022)  
Peter Bernardin (2020)  
Christopher Wakeman (2022)  
Jeffrey A. Yespy (2020)  
Joe Callahan (2021)  
Phil McManus (2020)  
Vacancy (2021)

TOWN FOREST COMMITTEE

David Smallman (2022)  
Brian Shea (2020)  
Vacancy (2021)

HISTORIC DISTRICT COMMISSION

Gwendolen Perkins, Chair (2020)  
Virginia Havey (2020)  
Andrew Gori (2022)  
Heather Barry (2021)  
Vacancy (2021)

HISTORIC DISTRICT COMMISSION (Alternates)

*Nancy N. Merrill (2019)*  
Christine Barendsfeld (2020)  
Vacancy (2021)  
Vacancy (2022)

INSPECTOR OF ANIMALS

Allison A. Hayes (2020)  
Ruth Zarach, Alternate (2020)

INSPECTOR OF BUILDINGS

Robert Aldenberg  
David Harris, Alternate (2020)

DIRECTOR OF HEALTH

Kendell Longo

INSPECTOR OF GAS/PLUMBING

*Stephen Galinsky (2019)*  
Richard Danforth (2020)  
Ray Abbott, Alternate (2020)

ELECTRICAL INSPECTOR

*Allan Puduchowski (2019)*  
Douglas Small (2020)  
James J. Carbone (2020)

LAKES, PONDS & STREAMS COMMITTEE

Brooks Tingle, Chair (2021)  
Kerri Lummus (2021)  
3 Vacancies (2-2020, 1-2021)

LAND COMMITTEE

Peter Delaney, Chair (2021)  
Peter Bernardin (2020)  
Robert C. Gore (2020)  
Natasha Grigg (2022)

	Stuart Saginor (2020)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2020) Andrew Gori (2020) Joan Gordon (2020) Dorothy Johnson (2020) Margaret Costello (2020)
PERMANENT NON-SCHOOL BUILDING COMMITTEE	Margaret Chow-Menzer, Chair (2020) Robert Hazelwood (2020) Scott Novack (2020) Thomas Duval (2020) Richard O'Brien (2020)
PERMANENT BUILDING COMMITTEE PLANNING BOARD LIAISON	Vacancy
PERMANENT BUILDING COMMITTEE SENIOR CENTER MEMBERS	F. Richard Shaw (2018) Judith Andersen (2018)
PERMANENT BUILDING COMMITTEE LIBRARY MEMBERS	Stephen H. Harvey (2020)
PERMENENT BUILDING COMMITTEE HAYNES LAND COMMITTEE LIAISONS	Joseph Callahan William Brown
PERSONNEL BOARD	Timothy Feeney (2121) Robert Fanning (2020) Judy Gore (2022)
POLICE DEPARTMENT Chief of Police	James B. Riter
Full Time Patrolmen	Louann M. Bonney Robert E. Corliss Kara Fitzpatrick Brooke Dechene Matthew Dupont David Barker Brian Neeley Kurtis Anderson Ryan Knight Nathaniel Peabody Brian Church
Reserve Police Officers	Attilio Paglia Peter Cheverie



Tyler Dechene  
Michael Ferraro  
Eric Renda, Jr.  
Al Manzi  
Melissa Witt  
Tami Broughton  
John Monaco  
James Collins  
Richard Owens  
Gregory Petto  
Michael Dougherty

RECREATION COMMITTEE

*Jim Gikas (2019)*  
*Paije Andrews (2019)*  
Christina Eckert, Chair (2021)  
John Schwartz (2021)  
John A. Rowen (2020)  
Maria Simonetti (2022)  
Tony Pane (2020)  
Vacancy (2021)  
Vacancy (2022)

RECYCLING COMMITTEE

*Patty Hojnowski-Diaz (2020)*  
Karen Sheridan, Chair (2022)  
Linda H. Shea (2021)  
Georgia Cameron (2020)  
Joanna Daniel (2022)  
Laura Dike (2020)

REGISTRAR OF VOTERS

Robin Phelan, Town Clerk (2022)  
Anne C. Mannheim (2021)  
Karen L. Sheridan (2020)  
Bradley A. Sweet (2022)

ASSISTANT REGISTRAR

Michelle Johnson (2020)

WEIGHER OF COMMODITIES

David Barker (2020)  
Kurtis Anderson (2020)

## AD HOC COMMITTEES

### BORDER TO BOSTON TRAIL COMMITTEE

*Nancy Merrill (2019)*

*Peter Perkins (2019)*

Steve Davis (2020)

Carole Davis (2020)

Anthony Brogna (2020)

Mark Phelan (2020)

Al Nierenberg (2020)

David King (2020)

Vacancy (2020)

### CABLE TELEVISION ADVISORY COMMITTEE

*James Barnes (2019)*

Bradley Sweet (2020)

Richard Rivers (2020)

Vacancy (2020)

Vacancy (2020)

Vacancy (2020)

### FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE

Briana Erickson, Chair (2021)

Kate Grossman (2022)

Carrie Yespy (2022)

Molly Chung (2020)

Karthi Streb (2020)

### HOUSING PARTNERSHIP COMMITTEE

Joseph C. Hill, Chair (2020)

Peter Delaney (2020)

Jim Barnes (2020)

## **TOWN OF BOXFORD SCHOOLS**

### TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)

Superintendent's Office  
28 Middleton Road, Boxford, MA 01921  
Scott Morrison, Superintendent  
Antoinette Valcourt, Administrative Assistant  
Steven Greenberg, Director of Finance & Human Resources  
Stephen Clifford, Director of Facilities

### SPOFFORD POND ELEMENTARY SCHOOL – 978-352-8616 (Fax: 978-352-7855)

31 Spofford Road, Boxford, MA 01921  
Dr. Kathryn Castonguay, Principal  
Ada Greenberg, Assistant Principal  
Karen Hussey, Secretary  
Colleen Brockelbank, Secretary

### HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 978-887-0703)

26 Middleton Road, Boxford, MA 01921  
Mr. Brian Middleton-Cox, Principal  
Lesley McCormick, Secretary  
Josephine Lee, Secretary

### MASCONOMET REGIONAL MIDDLE/HIGH SCHOOL 987-887-2323

20 Endicott Road, Boxford, MA 01921  
Dr. Michael Harvey, Superintendent (x6110) (Fax: 978-887-3573)  
Peter Delani, High School Principal (x6107) (Fax: 978-887-7243)  
Katherine DiNardo, Assistant High School Principal (x6349)  
Jeffrey Sands, Chief Financial Office (x6112)  
James Dillon, Middle School Principal (x6122)  
Gavin Monagle, Assistant Middle School Principal (x6119)

### ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT 978-304-4700

William H. Lupini, Ed.D., Superintendent-Director  
Brad Morgan, Principal  
565 Maple Street, Hathorne, MA 01937  
Michelle Tilton-Amato, Boxford Representative



## INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

BOXFORD CABLE ACCESS TELEVISION  
1 Camelot Drive  
Boxford, MA 01921  
[www.boxfordcabletv.com](http://www.boxfordcabletv.com)

Rick Rivers  
President

BTA/BOLT, Inc.  
Boxford Trails Association/  
Boxford Open Land Trust, Inc.  
7 Elm Street 2<sup>nd</sup> Floor  
PO Box 95  
Boxford, MA 01921

Natasha Grigg  
President  
978-887-7031

H.A.W.C.  
Help For Abused Women and their Children  
27 Congress Street  
Salem, MA 01970

Anthony DiPietro  
Executive Director  
978-744-8552

HISTORIC DOCUMENT CENTER  
173A Washington Street – PO Box 122  
West Boxford, MA 01885  
Hours: Wednesday 9AM - 4PM  
Saturday 10AM – 3PM

Robin Siegel  
Archivist  
978-352-2733

TRI-TOWN COUNCIL ON YOUTH AND FAMILY  
SERVICES, INC.  
P.O. Box 219  
5 Main Street  
Topsfield, MA 01983

Meredith Shaw  
Executive Director  
978-887-6512

## **MEETING AND SCHEDULE TOWN BOARDS/COMMITTEES**

BOARD OF SELECTMEN – Meets every Monday at 7:00PM in Meeting Room #1 in The Town Hall at 7A Spofford Road (Summer schedule varies)

FINANCE COMMITTEE – Meets in the Town Hall, 7A Spofford Road, during budget season. (check Town Website and bulletin board in Town Hall for postings)

CONSERVATION COMMISSION – Meets every first and third Thursday of the month at 7:30pm in Meeting Room #1 in the Town Hall

BOARD OF HEALTH – Meets bi-monthly in the Town Hall. (check the Town Website and bulletin board in Town Hall for postings)

PLANNING BOARD – Meets every third Wednesday of the month at 7:30PM in Meeting Room #1 in the Town Hall

ZONING BOARD OF APPEALS – Meets the fourth Thursday of the month at 7:30PM in Meeting Room #1 in the Town Hall

BOARD OF ASSESSORS – Meets monthly in the Town Hall. (check Town Website and bulletin board in Town Hall for postings)

All other Board and Committee meetings will be posted on the Town Hall Bulletin Board by the Town Clerk's Office. Call the town Clerk's Office on 978-887-6000 x501 if you wish to post a committee/board meeting.

(Additional meetings and/or changes are posted on the Town Hall Bulletin Board)





# General Government

- Board of Selectmen
- Town Counsel Report
- Personnel Board

# propagation of errors

Consider two variables  $x$  and  $y$  such that

$$y = ax + b \quad (1)$$

where  $a$  and  $b$  are constants.

Suppose  $x$  has a value  $x_0$  with an error  $\delta x$ .

# DRAFT

## BOARD OF SELECTMEN

Our annual report includes all of the highlights covering the decisions of the Annual Town Meeting, including capital expenditures and personnel management. However, it also recounts challenges faced by the Board and the acknowledgement of successful collaborative efforts as well. In all decisions made by the board, a majority was able to achieve a conclusion, and the administration was tasked with a clear direction. As a volunteer board we continue to strive to implement the will of the residents of Boxford. As we provide this summary of the efforts and results of the past year, we want to thank all of our volunteers and administrative staff who helped make these decisions come to life.

Boxford's 2019 Town Meeting initiatives began with the Town's unwavering support for funding the District's Educational Assessment. In addition, the Communications Department and the Council on Aging received Town Meeting support to add a part-time dispatcher and a part-time social worker to meet the growing safety and health needs in Boxford.

In 2019, the Office of the Selectmen worked with the DPW to track field maintenance hours. The resulting data-driven analysis highlighted the need for additional funding for field maintenance. Boxford residents voted to support the increased funding aimed at improving annual maintenance of recreational playing fields. As a result, multiple fields have been top-dressed this year in an effort to improve the playing surfaces and that work has continued into 2020.

Overall, this year's town meeting represented the myriad of projects linked to aging facilities in need of repair, increased school budgets, and limited new revenues to meet these needs. The failure of the proposed One Plan project in 2018 caused the Board to regroup and move forward in 2019 with smaller scale, targeted plans for facilities improvement. Two of the major identified projects were the Town Hall Exterior and HVAC projects. In 2019, Town Meeting funded consulting, engineering and design to provide plans and specifications to bid these projects. The two projects were combined to go out for bids as one project in 2020.

Another major need identified in One Plan was the Council on Aging Facility. This past year, Town Meeting voted to appropriate \$430,000 to fund the design of a new community center. A portion of this funding was to come from the Historic Preservation Community Preservation Fund balance and another portion to be transferred from the Senior Center Gift Fund. The remaining \$265,000 would be borrowed for the project. This Town Meeting Article also set into motion a concerted effort by the Council on Aging and others to seek private donations, grants and contributions with the goal of raising at least 30% of all construction costs for the building.

The Boxford community continued to fund preservation and conservation by supporting a Boardwalk Project at Wildcat and a section of trail improvements between Pyebrook and Topsfield. Additional funding of \$40000 was added to the conservation fund in 2019 as a source to fund land purchases as the opportunity arises.



Town Meeting did not give its stamp of approval to all articles in 2019. It rejected transferring the 10 Elm Street property to “Senior Center Use”, refused to establish an Affordable Housing Trust Fund, and declined adoption of a local meals tax.

### **Omnibus Capital Approved**

The Omnibus Capital article was adopted benefiting multiple town departments.

- The Police Department received funding for a few projects at the Police Station including a flooring project, a replacement HVAC Roof Unit, and a new access system. In addition, Town Meeting funded two new speed advisory signs.
- The DPW received funding for a wood chip truck, replacement of a wood chipper, three mowers and a new skid steer. In addition, Town Meeting passed partial funding for Lockwood Lane Bridge, and full funding for two culvert engineering projects, one culvert construction project, Stormwater NPDES Permit Expenses, and a study of Stiles Pond Dam.
- The Fire Department secured funding for work at facilities including Bathroom Fixtures and a Kitchen Replacement. In addition, Town meeting voted to replace Fire Helmets and Hose.
- Council on Aging received funding for work on the second floor of the COA including a new floor and painting. In addition, Town Meeting funded the replacement of the lift at the Council on Aging – a key component to continue access for all to 2<sup>nd</sup> floor programs.
- Communications received funding for new receivers for Police and Fire.
- Town Hall/Library received funding for New Security Cameras/panic buttons.

In addition, the Town committed funds to support several other capital purchases including new windows at Lincoln Hall, the Town’s contribution to the Masconomet Stabilization Fund, and funding for Cole Schools HVAC replacement.

### **Best Practices, Community Designations and Grants**

As the town faced a multitude of capital projects this Town Meeting, the Board continued the previous year’s Best Practice commitment and completed its Capital Project Study, partnering with consultants from the Collins Center to prepare a five-year capital plan to meet the Town’s vehicle, equipment, and building needs for both elementary schools and non-school. The plan includes estimates for the actual costs for specific future projects and a financing plan linked to available revenues. Completion of this plan served to clarify a rolling investment in capital, spreading projects to mitigate a negative tax impact caused by multiple large needs coming before taxpayers in same time frame. The five-year capital plan will now be utilized to drive Town plans for future expenditures.

As part of the Best Practice initiatives, the Town’s commitment to the Public Accessibility Best Practice, was further reinforced. With the efforts of ADA coordinator/Selectwoman Mary Anne Nay, Boxford again secured a state ADA grant that completely covered the cost of funding the replacement of the lift at the Council on Aging. This was a reimbursement grant which meant the

town was required to commit funding to the proposed project, spend that funding, and then file for reimbursement.

Also noted in last Annual report, the Town's effort to find funding alternatives led to the Board's pursuit of the Green Community status through its Sustainability Committee. We are pleased to confirm that Boxford was designated a Green Community in 2019, and became eligible for state grants. As of the end of October, the Town had nearly completed five Green Communities projects including installation of insulation at the Police Department, replacement of two HVAC Roof Top Units (RTUs) at the Police Station, replacement of heaters in both the East and West Fire Apparatus Bays, and installation of a new cooling/Heating Unit in the second floor of the east fire station. These projects were predominant

The Town secured additional funding through the actions of the Sustainability Committee, as Boxford was able to install electric charging stations at Town Hall and DPW. Both were partially funded by a grant from National Grid. These charging stations are an investment in the future, as Boxford pursues hybrid vehicle options for applicable vehicles in its fleet.

Boxford became a designated MVP (Municipal Vulnerability Planning) Community by creating a Climate Action plan through a series of listening sessions to assist in identifying and mitigating risks. Like the Green community status, the MVP designation qualifies municipalities for additional grant funding.

The Board would like to again thank its legislative contingent – Senator Bruce Tarr, Representative Leonard Mirra and Representative Tram Nyugen for supporting Boxford's receipt of \$50,000 of grant funding for replacement of Turnout Gear for the Boxford Fire Department.

### **Ongoing projects**

Boxford Common opened on September 9, 2017, and the Town has continued throughout 2019 to work on the second grass field both reseeding the field and working on the irrigation system to further enhance this vital town resource. As we write this report, the second field is ready for use, though COVID19 has delayed its formal use for any 2020 play.

### **Technology and Communication**

The Selectmen's Office continues to execute technology initiatives supported by the Board with increased commitment to Facebook notifications, website announcements and reverse 911 messages to keep our residents informed.

### **Personnel & Benefits**

Similar to all Massachusetts' municipalities, in 2019 Boxford continued a long-term funding plan for its Other Post Employment Benefits (OPEB) liability with a transfer to the OPEB Trust Fund of \$300,000.

In addition, the Board of Selectmen continued to work collaboratively with the Personnel Board toward its professional approach to attracting and retaining high quality employees and refining the tools to support personnel throughout their career in Boxford. Upon the retirement of the

Superintendent of Public Works, John Dold, the Board appointed a screening committee to conduct a search and evaluate candidates for the vacant position. This resulted in hiring Christopher Olbrot, a professional engineer (PE) who previously served as the Town Engineer for the Town of Concord, Massachusetts. The process was energized by a strong group of educated residents who volunteered for the committee, and the resulting hire is a perfect fit for the needs of Boxford. The Board has a great appreciation for the wealth of talent our residents can bring to assist the Town through volunteer appointments.

### **Noteworthy**

During the May election, the Board welcomed back a previous members, Peter C. Perkins and Mary Anne Nay. Their experience as members of the Board of Selectmen presents a wealth of expertise that is of great value to the Board of Selectmen as evidenced by their re-election to the Board.

The board continued to collaborate, investigate, and educate themselves and the public with regard to many issues that are important to residents. Below were a few notable accomplishments in 2019.

- The Board of Selectmen obtained a court ordered agreement with Andrews Farm Water Company to bring the water company owner into compliance with all regulatory requirements stipulated in the comprehensive permit granted by the Town.
- The Board formed an informal committee to create an Act authorizing the Town of Boxford to grant additional licenses for the sale of alcoholic beverages for consumption on premises. After review by legal counsel, the draft act was approved by the Board of Selectmen in Late November for submission as a home rule petition. With support from Town meeting, the Act has since passed and Boxford will move forward with accepting applications in 2020/2021.
- After years of informal agreement, the Board and the Boxford Athletic Association (BAA) executed a License for Town Field's Recreational Use. This license formally allows the BAA to coordinate all aspects of scheduling of the Town's Fields.
- Lastly, the Board was honored to participate in the Celebration of the 100<sup>th</sup> Anniversary of the American Legion and to honor Boxford's James L. Melvin Post #379 in mid-December. There were guest speakers and dignitaries on hand to speak about the history of the American Legion and Boxford's Post #379 – a great event enjoyed by all.

### **Volunteer**

Boxford has a rich history of citizen leadership that has continued our long practice of fiscal conservatism, strict regulatory enforcement, preservation of our open space and reverence to our rural roots. Join us and volunteer your time and talents to the governance of this town; help us maintain a strong community with great schools and a safe place to raise a family and stay for life.

We look forward to the future, confident that Boxford maintains its position as one of the finest communities in the State in which to live.



## TOWN COUNSEL

## PERSONNEL BOARD

The Personnel Board (the "Board") is committed to ensuring accountability of town employees and their supervisor(s) to provide timely and constructive job performance feedback while also developing meaningful annual performance objectives essential for personnel development. Additionally, the Board remains committed to ensuring that compensation for benefit eligible non-union positions are competitive with similar surrounding and other towns in the Commonwealth.

The Board's "open door" policy continues to provide town employees the opportunity to discuss matters impacting their performance, compensation and/or ability to perform their duties and responsibilities for the town of Boxford. It also provides a mechanism for town employees to submit, present and and/or formulate changes in existing policies and procedures.

Fiscal 2019 served more as a 'maintenance' and management years as there were no significant projects, initiatives and/or reviews taken on by the Board. The Board continues to refine the review process for non-union town employees.

As always, the Board encourages town employees and residents to join our meetings as posted.

Respectfully submitted,

Personnel Board:  
Timothy Feeney (Chair)  
Robert Fanning  
Judy Gore

# Town Clerk

- Annual Town Meeting: Tuesday, May 14, 2019
- Annual Town Election: Tuesday, May 21, 2019
- Vital Statistics, Licenses, and Permits





## **Boxford Annual Town Meeting Minutes May 14, 2019**

Boxford's Annual Town Meeting was called to order by Moderator Gerald Johnston at 7:05pm in the Masconomet Auditorium, 20 Endicott Road, with 319 voters in attendance.

A motion was made by Alfred Vaz, Jr., of 45 Dana Road, and duly seconded, that the Moderator NOT be required to read articles or motions verbatim and further that he be authorized to summarize articles and motions as he deems appropriate. This motion carried by a majority hand count.

**ARTICLE 1. To receive and place on file the reports** of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

A motion was made by Alfred Vaz, Jr. and duly seconded, **to receive and place on file the reports** of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

This motion passed by majority voice vote.

**ARTICLE 2.** To see if the Town will vote to adopt the **Classification Plan and Compensation Plan** for FY 2020, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 13 through 16 of this warrant; funding for estimated costs of said plan included in the general operating budget of Town in Article #3; or take any other action thereon.

Sponsored and Supported by the Personnel Board  
Finance Committee recommends adoption of this article  
Board of Selectmen recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Timothy Feeney of 21 Haymeadow Road, and duly seconded to adopt the **Classification Plan and Compensation Plan** for FY 2020, as submitted by the Personnel Board under Chapter 23 of the Town Code; said Classification Plan and Compensation Plan as printed on pages 13 through 16 of this warrant; funding for

estimated costs of said plan included in the general operating budget of Town in Article #3.

This motion passed by majority voice vote.

**ARTICLE 3.** To **act on the proposed budget** and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for Fiscal Year 2020, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored and Supported by the Finance Committee

Estimate: **\$34,817,588**

The proposed budget is printed on pages 18 and 19 of this warrant.

Board of Selectmen recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Michael White, of 26 Highland Road, and duly seconded, to **raise and appropriate the sum of \$34,813,068 and transfer the sum of \$5,940 from the “receipts reserved for appropriation-septic system loan program”, for a total appropriation of \$34,819,008** to be used by several departments for Fiscal Year 2020, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department.

This motion passed by majority voice vote.

**ARTICLE 4.** To see if the Town will vote to raise and appropriate **\$207,289 for the purposes of additionally funding the Fiscal Year 2020 Masconomet Regional School District Assessment**, thereby completing the funding required to meet the total assessment and approving the District certified budget; or take any other action thereon.



Sponsored and Supported by the Finance Committee  
Masconomet School Committee recommends adoption of this article  
Board of Selectmen recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

**A motion was made by Michael White, and duly seconded, to raise and appropriate \$207,289 for the purpose of additionally funding the Fiscal Year 2020 Masconomet Regional School District Assessment, thereby completing the funding required to meet the total assessment and approving the District certified budget.**

This motion passed by majority voice vote.

**ARTICLE 5. To see if the Town will vote to raise and appropriate \$10,237 for the purposes of additionally funding the Fiscal Year 2020 Communications Department Budget to partially fund the hire of one part-time additional Communications Dispatcher; or take any other action thereon.**

Sponsored and Supported by the Board of Selectmen  
Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

**A motion was made by Mary Anne Nay, of 2 Woodhill Lane, and duly seconded, to raise and appropriate \$10,237 for the purpose of additionally funding the Fiscal Year 2020 Communications Department Budget to partially fund the hire of one part-time additional Communications Dispatcher.**

This motion passed by majority voice vote.

**ARTICLE 6. To see if the Town will vote to raise and appropriate \$28,188 for the purposes of additionally funding the Fiscal Year 2020 Council on Aging Department Budget to hire one part-time social worker; or take any other action thereon**

Sponsored and Supported by the Council on Aging  
Board of Selectmen recommends adoption of this article  
Finance Committee recommends adoption of this article  
Personnel Board recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Christina Eckert, of 14 Anna's Way, and duly seconded, to raise and appropriate **\$28,188 for the purpose of additionally funding the Fiscal Year 2020 Council on Aging Department Budget to hire one part-time social worker.**

This motion passed by majority voice vote.

**ARTICLE 7.** To see if the Town will vote to raise and appropriate **\$29,300 for the purposes of additionally funding the Fiscal Year 2020 DPW Non-Salary Expense Budget to improve and increase the Town's annual maintenance of recreational playing fields, or to take any other action thereon.**

Sponsored and supported by the Board of Selectmen  
Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Charles Costello, of 42 Rowley Road, and duly seconded, to raise and appropriate **\$29,300 for the purpose of additionally funding the Fiscal Year 2020 DPW Non-Salary Expense Budget to improve and increase the Town's annual maintenance of recreational playing fields.**

This motion passed by majority voice vote.

**ARTICLE 8.** To **act on the list of proposed equipment and capital purchases** for FY 2020 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2020, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Board of Selectmen or School Committees to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Board of Selectmen (Numbers 1-24)  
Sponsored and supported by the Elementary School Committee  
(Number 25)  
Sponsored and supported by the Masconomet District School Committee  
(Number 26)  
Estimate: **\$1,226,695**

Finance Committee recommends adoption of this article  
Permanent Building Committee Recommendations as noted  
The proposed capital budget is printed on page 17 of this warrant.

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Peter Perkins, of 385 Main Street, and duly seconded, to transfer the sum of **\$1,226,695** from Free Cash for the use of several departments for fiscal year 2020 as shown on page 17 of this warrant, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Board of Selectmen or School Committees to dispose of any equipment declared surplus if replaced.

This motion passed by majority voice vote.

**ARTICLE 9.** To see if the Town will vote to transfer from available funds the sum of **\$62,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for replacement of HVAC system in Town Hall/Library**, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored and supported by the Permanent Building Committee  
Board of Selectmen recommends adoption of this article  
Finance Committee recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Robert Hazelwood of 19, Belvedere Road, and duly seconded, to transfer from Free Cash the sum of **\$62,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for replacement of HVAC system in Town Hall/Library**, said funds to be expended under the direction of the Permanent Building Committee.

This motion passed by majority voice vote.

**ARTICLE 10.** To see if the Town will vote to transfer from available funds the sum of **\$77,000 to engage consulting and engineering services to design, seek regulatory**



permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for a partial replacement of the building envelope in Town Hall/Library, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored and supported by the Permanent Building Committee  
Board of Selectmen recommends adoption of this article  
Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Robert Hazelwood, and duly seconded, **to transfer from Free Cash the sum of \$77,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for a partial replacement of the building envelope in Town Hall/Library**, said funds to be expended under the direction of the Permanent Building Committee.

This motion passed by unanimous voice vote.

**ARTICLE 11.** To see if the Town will vote **to appropriate the sum of \$430,000 for architectural, engineering and other consultant fees and other expenses incidental and related thereto, as necessary to prepare design plans and specifications, to provide construction documents, and to conduct solicitation of construction bids for the "historic rehabilitation," as defined in the Community Preservation Act, of the Cummings House, located at 10 Elm Street, for the purpose of rendering the Cummings House functional for use as the Boxford Community & Senior Center to consist of approximately 5,000 square feet;** said documents to also address the associated site work, the incorporation of the historic Cummings House structure, and the demolition of the 1980's addition to the building as well as the construction of a new addition to the building; and that to meet this appropriation, the sum of **\$140,000 be transferred from the Historic Preservation Community Preservation Fund balance, the sum of \$25,000 be transferred from the Senior Center Gift Fund,** and to authorize the Treasurer with the approval of the Board of Selectmen to **borrow the sum of \$265,000** under and pursuant to Chapter 44, section 7(7) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the town therefor, provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the

payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; said funds to be expended under the direction of the Permanent Building Committee in consultation with the Council on Aging and the Community Preservation Committee; and further, to authorize the Council on Aging and others to seek private donations, grants, and contributions with a goal of raising at least 30% of all costs associated with subsequent construction of the building; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen, Historic Districts Commission/Historical Committee, Council on Aging, and Community Preservation Committee

Finance Committee recommends adoption of this article

Permanent Building Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Mary Anne Nay, and duly seconded, **to appropriate the sum of \$430,000 for architectural, engineering and other consultant fees and other expenses incidental and related thereto, as necessary to prepare design plans and specifications, to provide construction documents, and to conduct solicitation of construction bids for the “historic rehabilitation,” as defined in the Community Preservation Act, of the Cummings House, located at 10 Elm Street, for the purpose of rendering the Cummings House functional for use as the Boxford Community & Senior Center to consist of approximately 5,000 square feet;** said documents to also address associated site work, the incorporation of the historic Cummings House structure, and the demolition of the 1980’s addition to the building as well as the construction of a new addition to the building; and that to meet this appropriation, the sum of **\$140,000 be transferred from the Historic Preservation Community Preservation Fund balance,** the sum of **\$25,000 be transferred from the Senior Center Gift Fund,** and to authorize the Treasurer with the approval of the Board of Selectmen to **borrow the sum of \$265,000** under and pursuant to Chapter 44, section 7(7) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the town therefor, provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; said funds to be expended under the



direction of the Permanent Building Committee in consultation with the Council on Aging and the Community Preservation Committee; and further, to authorize the Council on Aging and others to seek private donations, grants, and contributions with a goal of raising at least 30% of all costs associated with subsequent construction of the building.

This motion passed by a greater than two-thirds majority of 223 yes, 28 no.

**ARTICLE 12.** To see if the Town will vote to **transfer the care, custody, management, and control of the Town-owned property located at 10 Elm Street, including any structures thereon, from the Board of Selectmen for general municipal purposes, to the Board of Selectmen for Community Center purposes, with the intent that such property shall be used for the siting of a new Community & Senior Center building,** the planning, designing, construction, and equipping of which shall be undertaken under the direction of the Permanent Building Committee in consultation with the Council on Aging; such building to incorporate and make part of its design and construction those historic parts of the Cummings House currently located upon said property and found sound and reusable, with a goal of raising at least 30% of all costs associated with planning and construction of the building through private donations, grants, and contributions, with additional cost as may be eligible, as may be funded, from Community Preservation Act Funds and/or other available Town funds as approved by vote of a future Town Meeting; provided, however, that in the event the construction of the building contemplated herein has not been authorized and funds appropriated therefor by Town Meeting before June 30, 2022, the property shall revert to the Board of Selectmen for general municipal purposes; or take any other action thereon.

[To be considered if previous article fails]

Sponsored and Supported by the Council on Aging

Historic District Commission/Historical Committee recommends adoption of this article

Board of Selectmen recommends adoption of this article if the previous article fails

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Richard Taylor, of 172 Washington Street, and duly seconded, to pass over this article.



This article passed by unanimous voice vote.

**ARTICLE 13.** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a special act to provide for the issuance of alcoholic beverage licenses in the form set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

Notwithstanding section 17 of chapter 138 of the General Laws, The Board of Selectmen as the licensing authority of the town of Boxford may grant one (1) additional license for the sale of wines and malt beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to Boxford Community Store, Inc., located at 7 Elm Street, and one (1) additional license for the sale of wines and malt beverages to be drunk on the premises pursuant to said section 12 of said chapter 138 to a restaurant located in the B-1 Retail Business District upon successful application to the Board of Selectmen. Licenses granted under this act shall be subject to all of said chapter 138, except said section 17. If any license granted pursuant to this act is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location, or at another location in the B-1 Retail Business District under the same conditions as specified in this act.

Notwithstanding section 11 of chapter 138 of the General Laws or any other general or special law to the contrary, the licensing authority of the town of Boxford may grant special licenses for the sale of alcoholic beverages in accordance with section 14 of chapter 138 to a responsible manager conducting an indoor or outdoor activity or enterprise for a gathering of less than 500 persons. The licenses shall be subject to any other requirements that the Board of Selectmen may deem appropriate.

or to take any other action thereon.

Sponsored and Supported by the Board of Selectmen

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Barbara Jessel, of 23 Lily Pond Road, and duly seconded, **to authorize the Board of Selectmen to petition the General Court for a special act to provide for the issuance of alcoholic beverage licenses** in the form set forth in Article #13 of this warrant; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

This motion passed by majority voice vote.

**ARTICLE 14.** To see if the Town will vote to set the **annual curbside solid waste collection fee at \$2.50 for each 32-gallon bag** or container (each use); or take any other action thereon.

Sponsored and Supported by the Board of Health  
Finance Committee recommends a reassessment of the Trash Sticker  
Fee for FY2021

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Richard Fahrner, of 6 Beechwood Circle, and duly seconded, to set the **annual curbside solid waste collection fee at \$2.50 for each 32-gallon bag** or container (each use).

This motion passed by unanimous voice vote.

**ARTICLE 15.** To see if the Town will vote to **appropriate or reserve from the Community Preservation Fund FY 2020 estimated annual revenues** in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2020, with each item to be considered a separate appropriation:

**Appropriations:**

Sawyer-Richardson Open Space Bond expense	\$162,650
Lincoln Hall Renovation Bond expense	\$ 46,463
Haynes Land Purchase Bond expense	\$132,750

Aaron Wood Renovation Bond expense	\$ 14,846
Boxford Commons Bond expense	\$121,206
Committee Administrative Expenses	\$ 46,786

**Reserves:**

Historic Resources Reserve	\$ 32,263
Community Housing Reserve	\$ 93,571
Budgeted Reserve	\$236,294

or take any other action thereon.

Sponsored and supported by the Community Preservation Committee  
Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Peter Delaney, of 63 Middleton Road, and duly seconded, to **appropriate or reserve from the Community Preservation Fund FY 2020 estimated annual revenues** in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2020, with each item to be considered a separate appropriation, as shown in article #15 of this warrant.

This motion passed by unanimous voice vote.

**ARTICLE 16.** To see if the Town will vote to appropriate **\$35,000** from the Undesignated Community Preservation Fund balance **to fund the planning, permitting and construction of a pedestrian-equestrian boardwalk at Wildcat Conservation Area**, including other expenses incidental and related thereto, with additional funding to come from grants and private sources for a total project cost of \$40,000, said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon.

Sponsored and supported by the Community Preservation Committee  
Board of Selectmen recommends adoption of this article  
Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Peter Delaney, and duly seconded, to appropriate **\$35,000** from the Undesignated Community Preservation Fund balance **to fund the planning,**



**permitting and construction of a pedestrian-equestrian boardwalk at Wildcat Conservation Area**, including other expenses incidental and related thereto, with additional funding to come from grants and private sources for a total project cost of \$40,000, said funds to be expended under the direction of the Community Preservation Committee.

This motion passed by unanimous voice vote.

**ARTICLE 17.** To see if the Town will vote to appropriate **\$20,000** from the Undesignated Community Preservation Fund balance **to fund the placement of a stone dust surface and associated rehabilitation of a recreational trail located on the National Grid right-of-way between Pye Brook Road and the Topsfield Town Line**, including other expenses incidental and related thereto, with additional funding to come from grants and private sources for a total project cost of \$53,490, said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon.

Sponsored and supported by the Community Preservation Committee  
Board of Selectmen recommends adoption of this article  
Finance Committee recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Peter Delaney, and duly seconded, to appropriate **\$20,000** from the Undesignated Community Preservation Fund balance **to fund the placement of a stone dust surface and associated rehabilitation of a recreational trail located on the National Grid right-of-way between Pye Brook Road and the Topsfield Town Line**, including other expenses incidental and related thereto, with additional funding to come from grants and private sources for a total project cost of \$53,490, said funds to be expended under the direction of the Community Preservation Committee.

This motion passed by unanimous voice vote.

**ARTICLE 18.** To see if the Town will vote to appropriate **\$40,000** from the Undesignated Community Preservation Fund balance **to fund Conservation Commission projects to preserve, rehabilitate and restore conservation land and associated recreational resources in Boxford** as allowed by the Community Preservation Act, including other expenses incidental and related thereto, said

projects to be authorized by both the Conservation Commission and the Community Preservation Committee, said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereon.

Sponsored and supported by the Community Preservation Committee  
Board of Selectmen recommends adoption of this article  
Finance Committee recommends adoption of this article

**Backup information: [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)**

A motion was made by Peter Delaney, and duly seconded, to appropriate **\$40,000** from the Undesignated Community Preservation Fund balance **to fund Conservation Commission projects to preserve, rehabilitate and restore conservation land and associated recreational resources in Boxford** as allowed by the Community Preservation Act, including other expenses incidental and related thereto, said projects to be authorized by both the Conservation Commission and the Community Preservation Committee, said funds to be expended under the direction of the Community Preservation Committee.

This motion passed by unanimous voice vote.

**ARTICLE 19.** To see if the town will adopt the following amendment to the Zoning Bylaw, Town Code Chapter 196, Section 45E, consisting of a change in the lapse period for failure to begin construction from 12 months to 24 months, as follows (deleted text is ~~struck through~~, proposed new text is **bold and underlined**):

§196-45. E. Lapse. Special Permits shall lapse if a substantial use thereof or construction has not begun, except for good cause, within ~~12~~**24** months of special permit approval (plus such time as is required to pursue or await the determination of an appeal from the grant thereof).  
**or take any other action thereon.**

Sponsored by the Planning Board  
Planning Board to make report and recommendation at Town Meeting  
Board of Selectmen to make recommendation at Town Meeting

A motion was made by Robert Gore, of 186 Main Street, and duly seconded, to **adopt the following amendment to the Zoning Bylaw**, Town Code Chapter 196, Section 45E, **consisting of a change in the lapse period of Special Permits for failure**

**to begin construction from 12 months to 24 months**, as shown in article #19 of this warrant.

This motion passed by a greater than two-thirds voice vote.

**ARTICLE 20.** To see if the Town will vote to accept the provisions of General Laws Chapter 44, Section 55C, and to establish a trust to be known as the Boxford Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of affordable housing in the Town of Boxford for the benefit of low and moderate income households and for the funding of community housing, as defined and in accordance with the provisions of General Laws Chapter 44B, and, in implementation thereof, vote to amend the Town Bylaws by inserting new section Chapter 7, Article XVII, for these purposes, which will include the establishment of a Board of Trustees to govern said trust, as follows:

#### **BOXFORD AFFORDABLE HOUSING TRUST FUND**

##### **§7-46 NAME OF THE TRUST.**

The trust shall be called the “Boxford Affordable Housing Trust Fund,” herein referred to as the “Trust”.

##### **§7-47 PURPOSE OF TRUST.**

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Boxford for the benefit of low and moderate income households and for the funding of community housing as defined and in accordance with the provisions of the Community Preservation Act, General Laws Chapter 44B (“Chapter 44B”). The Trust shall use such property, both real and personal, and shall dispense such funds in such manner as the Board of Trustees shall deem most appropriate to carry out such purposes consistent with the policies adopted from time to time by the Board of Selectmen regarding affordable housing. The Trust shall be governed by a Board of Trustees in accordance with the General Laws Chapter 44, Section 55C (the “Act”), as revised from time to time, and the authority granted by Town Meeting.

##### **§7-48 APPOINTMENT AND TENURE OF TRUSTEES.**



There shall be a seven (7) member Board of Trustees (the “Board”), six of whom shall be appointed for two year overlapping terms of office by the Board of Selectmen from amongst the residents of the Town. Initially, the appointments shall be staggered terms: three for one-year terms and three for two-year terms. The members of the Board shall serve without compensation and shall be composed of the following:

- one (1) member of the Board of Selectmen;
- one (1) member of the Community Preservation Committee;
- one (1) member of the Housing Partnership Committee;
- one (1) member of the Planning Board;
- two (2) residents at large; and
- the Town Administrator or the Town Administrator’s designee

In the event that a vacancy shall occur on the Board of Trustees, the Board of Selectmen shall fill said vacancy for the unexpired term in accordance with this Bylaw.

The Trustees are hereby authorized to execute a Declaration of Trust for the Trust, to be recorded with the Essex South Registry of Deeds and filed with the Essex South District of the Land Court.

#### §7-49 POWERS OF TRUSTEES.

The powers and duties of the Trustees shall include the following, all of which shall be carried on in furtherance of the purposes and in compliance with the terms set forth in the Act:

- (A) To accept and receive personal property by gift, grant, contribution, bequeath or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the Trust in connection with any bylaw or any general or special law or any other source, including money appropriated pursuant to the Chapter 44B; provided, however, that any Chapter 44B monies received shall remain subject to all the rules, regulations and limitations of that chapter when expended by the Trust, and such funds shall be accounted for separately by the Trust; and provided further, that no later than July 15 of any calendar year,

the Trust shall ensure that all expenditures of funds received from said Chapter 44B are reported to the Community Preservation Committee for inclusion in the year end reporting to the Massachusetts Department of Revenue.

- (B) To purchase and retain personal property, including, without restriction, investments that yield a high rate of income or no income;
- (C) To execute, acknowledge and deliver assignments, transfers, pledges, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- (D) To accept mortgages and other liens in real property to secure loans and other monies advanced for the purposes of the Trust, and, in the event of a default or breach of said loans, to take any and all actions, including foreclosure, against said real property, and to dispose and/or utilize any such real property so acquired for the purposes of this Trust;
- (E) To employ advisors and agents, such as accountants, appraisers, and lawyers as the Trustees deem necessary;
- (F) To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- (G) To make distributions or divisions of principal in kind;
- (H) To compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of Section 55C, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- (I) To extend the time for payment of any obligation to the Trust;
- (J) To issue policy goals and statements to serve as guidelines for the Trust;

- (K) To provide funds for the benefit of low and moderate income households to assist in the acquisition, creation, preservation, rehabilitation and support of housing affordable for such families; and
- (L) To exercise such additional powers, if any, as may be set forth in Section 55C, as it may be amended from time to time, so long as said powers are consistent with the powers granted under this Trust.

or take any other action thereon.

Sponsored and supported by the Housing Partnership Committee  
Board of Selectmen recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Joseph Hill, of 41 High Ridge Road, and duly seconded, to transfer from Free Cash the sum of **\$145,635 to initially fund the Boxford Affordable Housing Trust Fund** established pursuant to the vote taken under Article 20 of the May 14, 2019 Annual Town Meeting, said funds to be expended under the direction of the Boxford Affordable Housing Trust Fund Board of Trustees for loans and/or grants to income qualified individuals under the purpose of the Trust.

This motion was defeated by a majority show of hands.

**ARTICLE 21.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$145,635 to initially fund the Boxford Affordable Housing Trust Fund** established pursuant to the vote taken under Article 20 of the May 14, 2019 Annual Town Meeting, said funds to be expended under the direction of the Boxford Affordable Housing Trust Fund Board of Trustees, or to take any other action thereon.

Sponsored and supported by the Housing Partnership Committee  
Finance Committee recommends adoption of this article  
Board of Selectmen recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Joseph Hill to pass over this article.



This motion passed by unanimous voice vote.

**ARTICLE 22.** To see if the Town **will vote to amend its Stormwater Bylaw, by inserting jurisdiction over illicit discharges** into the town's stormwater system, and amend language of the bylaw, shown in full in a document on file with the Town Clerk, and in the relevant sections of the existing bylaw as shown below in bold underline; Town Code, Chapter 160, **STORMWATER MANAGEMENT BYLAW:**

§160-1. B. **Determinations.**

.....Construction Site stormwater runoff and post-construction stormwater discharges, **as well as illicit discharges**, can adversely affect public safety, public and private property, surface water, groundwater resources, drinking water supplies, recreation, aquatic habitats, fish and other aquatic life, property values and other uses of land and water;...

§160-2. A. **Purposes; objectives.**

- A) The purpose of this Bylaw is to protect, maintain and enhance the public health, safety, environment and general welfare by establishing minimum requirements and procedures to control the adverse effects of Construction Site stormwater runoff and post-construction stormwater discharges, **as well as illicit discharges**.....

**(8) Establish a prohibition on illicit discharges and a mechanism and authority to remove any illicit discharges that may be discovered.**

§160-3. **Definitions.**

**ILLICIT DISCHARGE – Means any discharge to a MS4 that is not composed entirely of storm water, except discharges pursuant to an NPDES permit, discharges resulting from fire-fighting activities, and discharges allowed pursuant to section 1.4 of the Massachusetts MS4 General Permit effective July 1, 2018.**

§160-6. **Statement of Jurisdiction.**

- A. No person shall perform any activity that alters a Construction Site or Hotspot, **or results in illicit discharge**, except as authorized by the Conservation Commission...

or take any other action thereon.

Sponsored and Supported by the Conservation Commission

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Peter Perkins **to amend the Town's Stormwater Bylaw, by inserting jurisdiction over illicit discharges** into the town's stormwater system, and amend language of the bylaw, shown in full in a document on file with the Town Clerk, and in the relevant sections of the existing bylaw as shown in article #22 of this warrant.

This motion passed by a greater than two-thirds majority voice vote.

**ARTICLE 23.** To see if the Town will vote **to accept G.L. c. 64L, § 2(a) to impose a local meals excise tax of 0.75% on the sale of restaurant meals originating within the Town to take effect July 1, 2019;** or take any other action thereon.

Sponsored and Supported by the Board of Selectmen  
Finance Committee recommends adoption of this article

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Charles Costello **to accept G.L. c. 64L, § 2(a) to impose a local meals excise tax of 0.75% on the sale of restaurant meals originating within the Town to take effect July 1, 2019.**

This motion was defeated by majority voice vote.

**ARTICLE 24.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$12,384 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to retiring employees with more than twenty-five years consecutive service with the Town of Boxford,** said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

Sponsored and Supported by the Board of Selectmen  
Finance Committee recommends adoption of this article  
**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Peter Perkins to transfer from Free Cash the sum of **\$12,384 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick days available to retiring employees with more than twenty-five years consecutive service with the Town of Boxford**, said funds to be expended under the direction of the Board of Selectmen.

This motion passed by unanimous voice vote.

**ARTICLE 25.** To see if the Town will vote **to raise and appropriate, or transfer from available funds the sum of \$27,500 to fund the Compensated Absence Fund**; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen  
Finance Committee recommends adoption of this article  
**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Barbara Jessel to **transfer from Free Cash the sum of \$27,500 to fund the Compensated Absence Fund**.

This motion passed by unanimous voice vote.

**ARTICLE 26.** To transact any other business that may legally come before said meeting.

**Backup information:** [www.town.boxford.ma.us/atm-documents](http://www.town.boxford.ma.us/atm-documents)

A motion was made by Al Vaz to dissolve the Annual Town Meeting.

This motion passed by unanimous voice vote. The Annual Town Meeting was adjourned at 11:16pm.

A true record,

Robin Phelan, Town Clerk



**RESULTS - BOXFORD**

Election Results May 21, 2019

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
<b>Board of Selectmen (VOTE FOR TWO)</b>					
	<b>Mary Anne Nay</b>	<b>102</b>	<b>176</b>	<b>154</b>	<b>432</b>
	<b>Peter C. Perkins</b>	<b>95</b>	<b>185</b>	<b>141</b>	<b>421</b>
	Melissa Maria Rodrigues-Silvestro	36	65	42	143
	Write-ins	3	2	1	6
	Blanks	32	56	30	118
<b>Board of Assessors</b>					
	<b>David F. Benson</b>	<b>109</b>	<b>195</b>	<b>164</b>	<b>468</b>
	Write-ins	1	0	0	1
	Blanks	24	47	20	91
<b>Town Clerk</b>					
	<b>Robin E. Phelan</b>	<b>113</b>	<b>204</b>	<b>167</b>	<b>484</b>
	Write in - Judi Stickney	0	6	0	6
	Write-ins- Others	3	2	1	6
	Blanks	18	30	16	64
<b>Boxford School Committee</b>					
	<b>Elizabeth L. Palmer</b>	<b>104</b>	<b>188</b>	<b>156</b>	<b>448</b>
	Write-ins	0	0	0	0
	Blanks	30	54	28	112
<b>Masconomet Regional School Committee</b>					
	<b>Bonnie Thornborough</b>	<b>102</b>	<b>191</b>	<b>153</b>	<b>446</b>
	Write-ins	0	0	1	1
	Blanks	32	51	30	113

**RESULTS - BOXFORD**

Election Results May 21, 2019

		<u>Pct. 1</u>	<u>Pct. 2</u>	<u>Pct. 3</u>	<u>Total</u>
<b>Board of Health</b>					
	<b>Alexander A. Constan</b>	<b>102</b>	<b>200</b>	<b>156</b>	<b>458</b>
	Write-ins	0	0	0	0
	Blanks	32	42	28	102
<b>Planning Board</b>					
	<b>John N. Adams</b>	<b>104</b>	<b>192</b>	<b>153</b>	<b>449</b>
	Write-ins	0	0	0	0
	Blanks	30	50	31	111
<b>Board of Library Trustees (VOTE FOR TWO)</b>					
	<b>Jayne E. Smallman</b>	<b>107</b>	<b>212</b>	<b>166</b>	<b>485</b>
	<b>Write-in - John P Ryan</b>	<b>3</b>	<b>10</b>	<b>1</b>	<b>14</b>
	Write-ins - Others	10	7	7	24
	Blanks	148	255	194	597
<b>Board of Commissioners of Trust Funds</b>					
	<b>Bankson C. Riter, Jr.</b>	<b>109</b>	<b>193</b>	<b>152</b>	<b>454</b>
	Write-ins	1	0	0	1
	Blanks	24	49	32	105
	<b>TOTAL VOTES</b>	<b>134</b>	<b>242</b>	<b>184</b>	<b>560</b>

## **Vital Statistics**

Population: 8,423

Registered Voters: 5,951

Births: 62

Deaths: 83

Marriages: 7

Marriage Intentions: 7

## **Licenses**

Dog Licenses: 1,388

Kennel Licenses: 11

## **Permits**

Raffle Permits: 1



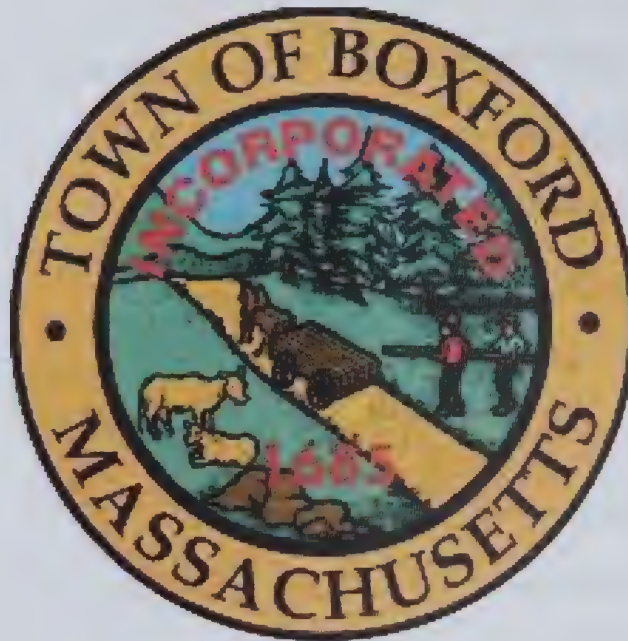


# Finance

- Accountant's Independent Auditor's Report, Combined Financial Statements, and Additional Financial Information
- Finance Committee
- Board of Assessors
- Treasurer/Collector of Taxes
- Commissioners of Trust Funds
- Perley-Parkhurst-Cole Memorial Trust Fund/Guidelines







## **TOWN OF BOXFORD, MASSACHUSETTS**

Annual Financial Statements  
For the Year Ended June 30, 2019

(With Independent Auditors' Report Thereon)

**Town of Boxford, Massachusetts**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen  
Town of Boxford, Massachusetts

Additional Offices:  
Nashua, NH  
Manchester, NH  
Greenfield, MA  
Ellsworth, ME

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

### **Management's Responsibility for the Financial Statements**

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

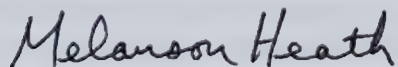
## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of June 30, 2019, and the respective changes in financial position and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, and certain Pension and OPEB schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.



February 13, 2020

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the Town of Boxford, Massachusetts (the Town), we offer readers this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2019.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, interest, and intergovernmental expense.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial



statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a Town's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the Town. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## **B. FINANCIAL HIGHLIGHTS**

- At the end of the current fiscal year, total assets and deferred outflows exceeded liabilities and deferred inflows by \$41,482,489 (i.e., net position), a change of \$1,004,288 in comparison to the prior year.
- At the end of the current fiscal year, governmental funds reported combined ending fund balances of \$8,118,247, a change of \$153,755 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$5,234,975, a change of \$646,036 in comparison to the prior year.

### C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years. All amounts are presented in thousands.

<u>NET POSITION</u>		
	<u>Governmental Activities</u>	
	<u>2019</u>	<u>2018</u>
Current and other assets	\$ 12,649	\$ 12,753
Capital assets	<u>63,169</u>	<u>62,056</u>
Total assets	75,818	74,809
Deferred outflows of resources	3,189	3,073
Current liabilities	5,263	5,658
Noncurrent liabilities	<u>32,013</u>	<u>30,734</u>
Total liabilities	37,276	36,392
Deferred inflows of resources	248	1,012
Net investment in capital assets	55,028	52,706
Restricted	3,718	3,543
Unrestricted	<u>(17,263)</u>	<u>(15,771)</u>
Total net position	<u>\$ 41,483</u>	<u>\$ 40,478</u>

As noted earlier, net position may serve over time as a useful indicator of a Town's financial position. At the close of the most recent fiscal year, total net position was \$41,482,489, a change of \$1,004,288 in comparison to the prior year.

The largest portion of net position \$55,027,517 reflects our investment in capital assets (e.g., land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position \$3,718,256 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position reflects a deficit of \$(17,263,284) primarily resulting from unfunded pension and OPEB liabilities.

# CHANGES IN NET POSITION

	Governmental Activities	
	<u>2019</u>	<u>2018</u>
Revenues:		
Program revenues:		
Charges for services	\$ 2,023	\$ 1,529
Operating grants and contributions	4,590	4,491
Capital grants and contributions	1,119	1,360
General revenues:		
Property taxes	30,791	29,117
Excises	1,714	1,670
Penalties and interest on taxes	74	74
Grants and contributions not restricted to specific programs	687	819
Investment income	397	74
Other	495	53
Total revenues	<u>41,890</u>	<u>39,187</u>
Expenses:		
General government	2,454	1,503
Public safety	3,779	3,321
Education	29,548	28,586
Public works	3,330	3,529
Health and human services	399	367
Culture and recreation	693	644
Interest on long-term debt	504	190
Intergovernmental	178	146
Total expenses	<u>40,885</u>	<u>38,286</u>
Change in net position	1,005	901
Net position - beginning of year, as restated	<u>40,478</u>	<u>39,577</u>
Net position - end of year	<u>\$ 41,483</u>	<u>\$ 40,478</u>

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$1,004,288. Key elements of this change are as follows:

General fund operations	\$ 613,484
Community Preservation fund change in fund balance (accrual basis)	157,946
Boxford Common Fields fund change in fund balance (accrual basis)	(496)
Spofford Pond School Roof fund change in fund balance (accrual basis)	787,922
Other governmental funds operations (accrual basis)	1,041,011
Depreciation expense in excess of principal debt service	(994,059)
Change in OPEB liability and related deferred outflows and inflows	(751,912)
Change in net pension liability and related deferred outflows and inflows	(654,764)
Change in long-term liabilities	54,474
Other	<u>750,682</u>
Total	<u>\$ 1,004,288</u>

#### D. FINANCIAL ANALYSIS OF FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a Town's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$8,118,247, a change of \$153,755 in comparison to the prior year. Key elements of this change are as follows:

General fund operating results	\$ 613,484
Community Preservation fund operating results	157,946
Boxford Common Fields fund operating results	(228,925)
Spofford Pond School Roof fund operating results	(560,027)
Nonmajor funds operating results	<u>171,277</u>
Total	<u>\$ 153,755</u>

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$5,234,975, while total fund balance was \$7,286,556. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>6/30/19</u>	<u>6/30/18</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 5,234,975	\$ 4,588,939	\$ 646,036	14.6%
Total fund balance	\$ 7,286,556	\$ 6,673,072	\$ 613,484	20.3%

The total fund balance of the general fund changed by \$613,484 during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$ 370,915
Expenditures less than budget	766,085
Excess of tax collections over budget	396,205
Use of free cash as a funding source	(1,303,582)
Prior year encumbrances in excess of current year encumbrances	(168,947)
Change in stabilization fund balance	546,098
Other	<u>6,710</u>
Total	<u>\$ 613,484</u>



Included in the total general fund balance is the Town's stabilization fund with the following balance:

	<u>6/30/19</u>	<u>6/30/18</u>	<u>Change</u>
General stabilization fund	\$ 1,370,492	\$ 824,394	\$ 546,098

#### **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

There were no differences between the original budget and final amended budget.

#### **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets for governmental activities at year end amounted to \$63,169,752 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure.

Major capital asset events during the current fiscal year included the following:

- \$1,347,949 – Spofford Pond School Roof project
- \$1,096,801 – Road improvements
- \$228,429 – Boxford Common Fields project

Additional information on capital assets can be found in the Notes to Financial Statements.

**Credit rating.** As of June 30, 2019, the Town's Standard & Poor's credit rating is AAA.

**Long-term debt.** At the end of the current fiscal year, total bonded debt outstanding was \$4,735,441, all of which was backed by the full faith and credit of the Town.

Additional information on long-term debt can be found in the Notes to Financial Statements.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Director of Municipal Finance/Town Accountant  
Town of Boxford, Massachusetts  
7A Spofford Road, 2<sup>nd</sup> Floor  
Boxford, Massachusetts 01921

**TOWN OF BOXFORD, MASSACHUSETTS**

STATEMENT OF NET POSITION

JUNE 30, 2019

	Governmental <u>Activities</u>
<b>Assets</b>	
Current:	
Cash and short-term investments	\$ 7,850,527
Investments	4,382,657
Receivables, net of allowance for uncollectibles:	
Property taxes	204,141
Excises	63,135
Betterments	5,190
Due from other governments	67,701
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Property taxes	74,210
Betterments	1,926
Capital assets:	
Land and construction in progress	20,612,419
Other capital assets, net of accumulated depreciation	42,557,333
<b>Deferred Outflows of Resources</b>	
Related to pensions	2,058,403
Related to OPEB	<u>1,130,549</u>
Total Assets and Deferred Outflows of Resources	79,008,191
<b>Liabilities</b>	
Current:	
Warrants payable	323,336
Accrued liabilities	100,631
Notes payable	3,525,000
Other current liabilities	260,131
Current portion of long-term liabilities:	
Bonds payable	917,693
Other	136,284
Noncurrent:	
Bonds payable, net of current portion	3,817,748
Net pension liability	16,041,666
Net OPEB liability	10,678,464
Other, net of current portion	1,476,449
<b>Deferred Inflows of Resources</b>	
Related to pensions	191,293
Related to OPEB	<u>57,007</u>
Total Liabilities and Deferred Inflows of Resources	37,525,702
<b>Net Position</b>	
Net investment in capital assets	55,027,517
Restricted for:	
Community preservation funds	2,512,075
Grants and other statutory restrictions	1,190,978
Permanent funds:	
Nonexpendable	5,000
Expendable	10,203
Unrestricted	<u>(17,263,284)</u>
Total Net Position	<u>\$ 41,482,489</u>

The accompanying notes are an integral part of these financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS**

**STATEMENT OF ACTIVITIES**

FOR THE YEAR ENDED JUNE 30, 2019

	Program Revenues			Net (Expenses) Revenues and Changes in Net Position
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities</b>	<b>Expenses</b>			<b>Governmental Activities</b>
General government	\$ 2,455,373	\$ 302,142	\$ 24,250	\$ (1,750,096)
Public safety	3,779,411	28,344	-	(3,345,610)
Education	29,548,010	3,953,763	562,922	(23,941,279)
Public works	3,330,096	279,675	531,854	(2,480,694)
Health and human services	398,695	26,532	-	(337,633)
Culture and recreation	692,602	-	-	(616,397)
Interest	504,175	-	-	(504,175)
Intergovernmental	178,189	-	-	(178,189)
Total Governmental Activities	\$ 40,886,551	\$ 4,590,456	\$ 1,119,026	(33,154,073)
<b>General Revenues and Transfers</b>				
Property taxes				30,791,236
Excises				1,713,574
Penalties, interest and other taxes				74,401
Grants and contributions not restricted to specific programs				687,350
Investment income				397,256
Miscellaneous				494,544
Total general revenues				34,158,361
Change in Net Position				1,004,288
<b>Net Position</b>				
Beginning of year, as restated				40,478,201
End of year				\$ 41,482,489

The accompanying notes are an integral part of these financial statements.



**TOWN OF BOXFORD, MASSACHUSETTS**

**GOVERNMENTAL FUNDS**

**BALANCE SHEET**

**JUNE 30, 2019**

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Spofford Pond School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets</b>						
Cash and short-term investments	\$ 6,504,440	\$ -	\$ 142,910	\$ 152,894	\$ 1,050,283	\$ 7,850,527
Investments	1,370,120	2,514,008	28,261	-	470,268	4,382,657
Receivables:						
Property taxes	273,636	4,715	-	-	-	278,351
Excises	78,676	-	-	-	-	78,676
Other	7,116	-	-	-	-	7,116
Due from other governments	-	-	-	-	67,701	67,701
<b>Total Assets</b>	<b>\$ 8,233,988</b>	<b>\$ 2,518,723</b>	<b>\$ 171,171</b>	<b>\$ 152,894</b>	<b>\$ 1,588,252</b>	<b>\$ 12,665,028</b>
<b>Liabilities</b>						
Warrants payable	\$ 323,336	\$ -	\$ -	\$ -	\$ -	\$ 323,336
Accrued liabilities	82,263	-	-	-	-	82,263
Notes payable	-	-	1,250,000	2,275,000	-	3,525,000
Other liabilities	258,198	1,933	-	-	-	260,131
<b>Total Liabilities</b>	<b>663,797</b>	<b>1,933</b>	<b>1,250,000</b>	<b>2,275,000</b>	<b>-</b>	<b>4,190,730</b>
<b>Deferred Inflows of Resources</b>						
Unavailable revenues	283,635	4,715	-	-	67,701	356,051
<b>Fund Balances</b>						
Nonspendable	-	-	-	-	5,000	5,000
Restricted	-	2,512,075	-	-	1,713,433	4,225,508
Committed	618,401	-	-	-	89,816	708,217
Assigned	1,433,180	-	-	-	-	1,433,180
Unassigned	5,234,975	-	(1,078,829)	(2,122,106)	(287,698)	1,746,342
<b>Total Fund Balances</b>	<b>7,286,556</b>	<b>2,512,075</b>	<b>(1,078,829)</b>	<b>(2,122,106)</b>	<b>1,520,551</b>	<b>8,118,247</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 8,233,988</b>	<b>\$ 2,518,723</b>	<b>\$ 171,171</b>	<b>\$ 152,894</b>	<b>\$ 1,588,252</b>	<b>\$ 12,665,028</b>

The accompanying notes are an integral part of these financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS**

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
BALANCES TO NET POSITION OF GOVERNMENTAL  
ACTIVITIES IN THE STATEMENT OF NET POSITION**

JUNE 30, 2019

<b>Total governmental fund balances</b>	<b>\$ 8,118,247</b>
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.	63,169,752
Revenues are reported on the accrual basis of accounting and are not deferred until collection.	340,510
Long-term liabilities, including bonds payable, net OPEB obligation, and net pension liability are not payable in the current period and, therefore, are not reported in the governmental funds.	(30,127,652)
Other	<u>(18,368)</u>
<b>Net position of governmental activities</b>	<b>\$ <u>41,482,489</u></b>

The accompanying notes are an integral part of these financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS**

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2019

	<u>General Fund</u>	<u>Community Preservation Fund</u>	<u>Boxford Common Fields Fund</u>	<u>Spofford Pond School Roof Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>Revenues</b>						
Property taxes	\$ 29,933,893	\$ 721,387	\$ -	\$ -	\$ -	\$ 30,655,280
Excises	1,726,665	-	-	-	-	1,726,665
Penalties, interest and other taxes	73,490	911	-	-	-	74,401
Charges for services	344,360	-	-	-	1,229,707	1,574,067
Licenses and permits	413,490	-	-	-	-	413,490
Intergovernmental	3,665,417	190,338	-	562,922	976,794	5,395,471
Fines and forfeitures	35,439	-	-	-	-	35,439
Investment income	238,832	148,891	-	-	9,533	397,256
Miscellaneous	<u>174,335</u>	<u>-</u>	<u>-</u>	<u>225,000</u>	<u>95,209</u>	<u>494,544</u>
Total Revenues	36,605,921	1,061,527	-	787,922	2,311,243	40,766,613
<b>Expenditures</b>						
General government	1,856,224	35,959	-	-	394,574	2,286,757
Public safety	2,708,552	-	-	-	55,093	2,763,645
Education	24,337,265	-	-	1,347,949	1,016,205	26,701,419
Public works	2,273,264	-	-	-	834,420	3,107,684
Health and human services	304,408	-	-	-	78,558	382,966
Culture and recreation	469,937	-	228,925	-	89,449	788,311
Employee benefits	2,884,641	-	-	-	2,500	2,887,141
Debt service	998,163	518,583	-	-	-	1,516,746
Intergovernmental	<u>178,189</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>178,189</u>
Total Expenditures	<u>36,010,643</u>	<u>554,542</u>	<u>228,925</u>	<u>1,347,949</u>	<u>2,470,799</u>	<u>40,612,858</u>
Excess (deficiency) of revenues over expenditures	595,278	506,985	(228,925)	(560,027)	(159,556)	153,755
<b>Other Financing Sources (Uses)</b>						
Transfers in	88,206	-	-	-	494,039	582,245
Transfers out	<u>(70,000)</u>	<u>(349,039)</u>	<u>-</u>	<u>-</u>	<u>(163,206)</u>	<u>(582,245)</u>
Total Other Financing Sources (Uses)	<u>18,206</u>	<u>(349,039)</u>	<u>-</u>	<u>-</u>	<u>330,833</u>	<u>-</u>
Change in fund balance	613,484	157,946	(228,925)	(560,027)	171,277	153,755
Fund Balance, at Beginning of Year	<u>6,673,072</u>	<u>2,354,129</u>	<u>(849,904)</u>	<u>(1,562,079)</u>	<u>1,349,274</u>	<u>7,964,492</u>
Fund Balance, at End of Year	\$ <u>7,286,556</u>	\$ <u>2,512,075</u>	\$ <u>(1,078,829)</u>	\$ <u>(2,122,106)</u>	\$ <u>1,520,551</u>	\$ <u>8,118,247</u>

The accompanying notes are an integral part of these financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS**

**RECONCILIATION OF THE STATEMENT OF REVENUES,  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

**FOR THE YEAR ENDED JUNE 30, 2019**

**Net changes in fund balances - total governmental funds** **\$ 153,755**

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital outlay	3,116,370
Depreciation	(2,002,621)

The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:

Repayments of debt	1,008,562
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Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures, and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (e.g., property taxes) differ between the two statements. This amount represents the net change in deferred revenue.

	122,865
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Net pension liability and related deferred outflows and inflows of resources	(654,764)
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Net OPEB liability and related deferred outflows and inflows of resources	(751,912)
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Other differences.	<u>12,033</u>
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**Change in net position of governmental activities** **\$ 1,004,288**

The accompanying notes are an integral part of these financial statements.



**TOWN OF BOXFORD, MASSACHUSETTS**

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES,  
AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2019

	<u>Budgeted Amounts</u>		Actual	Variance with
	Original	Final	Amounts	Final Budget
	<u>Budget</u>	<u>Budget</u>	(Budgetary	Positive
			Basis)	(Negative)
<b>Revenues</b>				
Property taxes	\$ 29,537,688	\$ 29,537,688	\$ 29,537,688	\$ -
Excises	1,650,000	1,650,000	1,726,665	76,665
Interest, penalties, and other taxes	72,000	72,000	73,490	1,490
Charges for services	288,000	288,000	344,360	56,360
Licenses and permits	455,000	455,000	413,490	(41,510)
Intergovernmental	2,409,944	2,409,944	2,455,346	45,402
Fines and forfeitures	50,000	50,000	35,439	(14,561)
Investment income	95,000	95,000	167,734	72,734
Miscellaneous	-	-	174,335	174,335
Total Revenues	34,557,632	34,557,632	34,928,547	370,915
<b>Expenditures</b>				
General government	1,847,793	1,847,793	1,764,634	83,159
Public safety	3,009,128	3,009,128	2,940,290	68,838
Education	23,170,589	23,170,589	22,801,334	369,255
Public works	2,406,653	2,406,653	2,251,293	155,360
Health and human services	355,213	355,213	348,908	6,305
Culture and recreation	469,869	469,869	464,173	5,696
Employee benefits	2,961,673	2,961,673	2,884,641	77,032
Debt service	942,563	942,563	916,667	25,896
Intergovernmental	152,733	152,733	178,189	(25,456)
Total Expenditures	35,316,214	35,316,214	34,550,129	766,085
Excess (deficiency) of revenues over expenditures	(758,582)	(758,582)	378,418	1,137,000
<b>Other Financing Sources/Uses</b>				
Transfers in	-	-	6,710	6,710
Transfers out	(545,000)	(545,000)	(545,000)	-
Use of free cash:				
Operating budget	32,000	32,000	32,000	-
Capital budget	796,582	796,582	796,582	-
Transfer to stabilization fund(s)	475,000	475,000	475,000	-
Total Other Financing Sources/Uses	758,582	758,582	765,292	6,710
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 1,143,710	\$ 1,143,710

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2019

	Other Post Employment Benefits Trust <u>Fund</u>	Private Purpose Trust <u>Funds</u>	Agency <u>Funds</u>
<b>Assets</b>			
Cash and short-term investments	\$ -	\$ 251	\$ 47,752
Investments	2,675,677	64,903	18,465
Accounts receivable	<u>-</u>	<u>-</u>	<u>41,321</u>
Total Assets	2,675,677	65,154	107,538
<b>Liabilities</b>			
Deposits held in escrow	-	-	49,348
Student activity funds	<u>-</u>	<u>-</u>	<u>58,190</u>
Total Liabilities	-	-	<u>\$ 107,538</u>
<b>Net Position</b>			
Restricted for OPEB purposes	2,675,677	-	
Restricted for other purposes	<u>-</u>	<u>65,154</u>	
Total net position held in trust	<u>\$ 2,675,677</u>	<u>\$ 65,154</u>	

The accompanying notes are an integral part of these financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS**

FIDUCIARY FUNDS

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FOR THE YEAR ENDED JUNE 30, 2019

	Other Post Employment Benefits <u>Trust Fund</u>	Private Purpose Trust <u>Funds</u>
<b>Additions</b>		
Contributions:		
Employers	\$ 1,000,522	\$ -
Other	<u>-</u>	<u>19,532</u>
Total contributions	1,000,522	19,532
Investment Income:		
Interest	<u>143,244</u>	<u>3,464</u>
Net investment income	<u>143,244</u>	<u>3,464</u>
Total additions	1,143,766	22,996
<b>Deductions</b>		
Benefit payments to plan members, beneficiaries and other systems	650,522	-
Education	<u>-</u>	<u>19,451</u>
Total deductions	<u>650,522</u>	<u>19,451</u>
Net increase	493,244	3,545
<b>Net position restricted for pensions and other purposes</b>		
Beginning of year	<u>2,182,433</u>	<u>61,609</u>
End of year	\$ <u><u>2,675,677</u></u>	\$ <u><u>65,154</u></u>

The accompanying notes are an integral part of these financial statements.

## TOWN OF BOXFORD, MASSACHUSETTS

### Notes to Financial Statements

#### 1. Summary of Significant Accounting Policies

The accounting policies of the Town of Boxford, Massachusetts (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

##### A. Reporting Entity

The Town is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the Town and applicable component units for which the Town is considered to be financially accountable. In fiscal year 2019, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

##### B. Government-Wide and Fund Financial Statements

###### Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

###### Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.



C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, certain expenditures such as debt service, claims and judgments, compensated absences, OPEB, and pension are recorded only when payment is due.

The Town reports the following major governmental funds:

- The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Community Preservation Fund* is used to account for revenues and expenditures related to the levy of a property tax surcharge that is authorized by the Community Preservation Act. This fund was established by the Town for the purpose of acquiring open land for conservation, developing affordable housing, and preserving historical property.
- The *Boxford Common Fields Fund* is a capital project fund used to account for activity associated with the construction of two multi-use fields.

- The *Spofford Pond School Roof Fund* is a capital project fund used to account for activity associated with the replacement of the school roof.

The fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The Town reports the following fiduciary funds:

- The *other post-employment benefit trust fund* is used to accumulate resources for health and life insurance benefits for retired employees.
- The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.
- The *agency funds* account for fiduciary assets held by the Town in a custodial capacity as an agent on behalf of others. Agency funds report only assets and liabilities, and therefore, have no measurement focus.

#### D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

#### E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the General Fund, Community Preservation Fund and Town Trust Funds consist of bank certificates of deposit, corporate bonds, marketable securities, and U.S. Treasury/Agency securities. Investments for the OPEB Trust Fund are in the custody of the Pension Reserves Investment Management Board (PRIM). PRIM acts as trustee for investments held in the State Retirees Benefits Trust Fund (SRBT), a pooled investment fund created by legislation (Chapter 661 of the Acts of 1983). All investments are carried at fair value except certificates of deposit which are reported at cost.

*F. Property Tax Limitations*

Legislation known as “Proposition 2½” limits the amount of revenue that can be derived from property taxes. The prior fiscal year’s tax levy limit is used as a base and cannot increase by more than 2.5% (excluding new growth) unless an override or debt exemption is voted. The actual fiscal year 2019 tax levy reflected an excess capacity of \$1,520,493.

*G. Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost that exceeds \$5,000, depending on the asset’s category, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets’ lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	20
Infrastructure	50
Vehicles	6
Office equipment	5
Computer equipment	5



#### *H. Compensated Absences*

It is the Town's policy to permit eligible employees to accumulate earned but unused vacation, sick pay, and retirement benefits. All vested sick, vacation, and retirement pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

#### *I. Long-Term Obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position.

#### *J. Fund Equity*

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets/deferred outflows and current liabilities/deferred inflows. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

#### *K. Use of Estimates*

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the



reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

## **2. Stewardship, Compliance, and Accountability**

### **A. Budgetary Information**

At the annual town meeting, the Finance Committee presents an operating and capital budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the reserve fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the general fund. Effective budgetary control is achieved for all other funds through provisions of the Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

### **B. Budgetary Basis**

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

### **C. Budget/GAAP Reconciliation**

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Other Financing Sources/Uses</u>
GAAP basis	\$ 36,605,921	\$ 36,010,643	\$ 18,206
Adjust tax revenue to accrual basis	(396,205)	-	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(949,661)	-
Add end of year appropriation carryforwards to expenditures	-	780,714	-
Record budgeted use of free cash	-	-	1,303,582
Reverse effect of non-budgeted State contributions for teachers' retirement	(1,210,071)	(1,210,071)	-
Reverse effects of combining general fund and stabilization fund (GASB54)	(71,098)	-	(475,000)
Reverse effect of other non-budgeted activity	-	(81,496)	(81,496)
Budgetary basis	<u>\$ 34,928,547</u>	<u>\$ 34,550,129</u>	<u>\$ 765,292</u>

#### D. Deficit Fund Equity

Certain individual funds reflected deficit balances as of June 30, 2019.

It is anticipated that the deficits in these funds will be eliminated through future bond proceeds, grant revenues and/or transfers from other funds.

### **3. Cash and Short-Term Investments**

*Custodial Credit Risk – Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned. Massachusetts General Law, Chapter 44, Section 55, limits the Town's deposits "in a bank or trust company or banking company to an amount not exceeding 60% of the capital and surplus of such bank or trust company or banking company, unless satisfactory security is given to it by such bank or trust company or banking company for such excess." The Town's policy is to minimize custodial credit risk by limiting unsecured bank deposits to no more than 5% of an institution's assets and no more than 10% of the Town's total cash.

As of June 30, 2019, \$273,098 of the Town's bank balance of \$7,037,282 was exposed to custodial credit risk as uninsured and/or uncollateralized. \$100,902 of the Town's

uninsured and uncollateralized amount is on deposit with the Massachusetts Municipal Depository Trust, which is the state investment pool as authorized by Massachusetts General Law, Chapter 29, Section 38A.

#### 4. Investments

##### *Town (Excluding the OPEB Trust Fund)*

The following is a summary of the Town's investments as of June 30, 2019:

<u>Investment Type</u>	<u>Amount</u>
Certificates of deposits	\$ 915,616
Corporate bonds	1,226,820
Equity mutual funds	959,607
Federal agency securities	1,173,339
Fixed income mutual funds	<u>190,643</u>
Total investments	<u>\$ 4,466,025</u>

##### A. Credit Risk

Generally, credit risk is the risk that the issuer of an investment will not fulfill its obligation to the holder of the investment. Investments are governed by Massachusetts General Laws, Chapter 44, Sections 54 and 55, and by the Town's investment policy, which is in full compliance with these laws. The Town's investment policy allows unlimited investment in United States Treasury and Agency obligations, as these investments carry an Aaa rating. All other investments must be in investment grade securities, a high concentration of which must be rated A or above. As of June 30, 2019, all of the Town's investments are in compliance with these policies.

Presented below is the actual rating as of year-end for each investment type of the Town (All federal agency securities have an implied credit rating of AAA.):

<u>Investment Type</u>	<u>Amount</u>	<u>Rating as of Year End</u>				
		<u>AAA</u>	<u>AA</u>	<u>A</u>	<u>BBB</u>	<u>Unrated</u>
Certificates of deposit	\$ 915,616	\$ -	\$ -	\$ -	\$ -	\$ 915,616
Corporate bonds	1,226,820	-	305,526	360,964	560,330	-
Equity mutual funds	959,607	-	-	-	-	959,607
Federal agency securities	1,173,339	1,173,339	-	-	-	-
Fixed income mutual funds	<u>190,643</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>190,643</u>
Total	<u>\$ 4,466,025</u>	<u>\$ 1,173,339</u>	<u>\$ 305,526</u>	<u>\$ 360,964</u>	<u>\$ 560,330</u>	<u>\$ 2,065,866</u>

**B. Custodial Credit Risk**

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in possession of another party. The Town reviews its investment firms' financial statements and the background of sales representatives, which limits exposure to only those institutions with proven financial strength, capital adequacy, and an overall affirmative reputation in the municipal industry. The Town's investment policy also requires that all securities be held in the Town's name and federal tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security. In addition, as of June 30, 2019, all of the Town's investments were held in financial institutions that are members of the Securities Investor Protection Corporation (SIPC).

As of June 30, 2019, none of the Town's investments were subject to custodial credit risk exposure because the related securities are uninsured, unregistered, and/or held by the Town's brokerage firm, which is also the counterparty to these securities as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Held by Counterparty</u>
Corporate bonds	\$ 1,226,820	\$ 1,226,820
Equity mutual funds	959,607	959,607
Federal agency securities	<u>1,173,339</u>	<u>1,173,339</u>
Total	<u>\$ 3,359,766</u>	<u>\$ 3,359,766</u>

**C. Concentration of Credit Risk**

The Town's policy to limit the amount the Town may invest in any one issuer is a diversification concept that prohibits the over-concentration of investments in a specific instrument-type and issuer by limiting investments (other than U.S. treasuries, government agency securities, and mutual funds) to no more than 5% of an institution's assets and no more than 10% of the Town's cash.

Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from concentration of credit disclosure.

As of June 30, 2019, the Town does not have an investment in one issuer greater than 5% of total investments.



#### D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town's investment policy includes a diversification concept that prohibits the over-concentration of investment maturities; however, the Town places no limit on the length of maturity from date of purchase for Community Preservation, Stabilization, and Trust funds that are invested in U.S. Treasuries or U.S. Agency obligations that may be sold prior to maturity. As of June 30, 2019, the Town's investments are in compliance with these policies.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows:

<u>Investment Type</u>	<u>Amount</u>	<u>Investment Maturities (in Years)</u>	
		Less	
		<u>Than 1</u>	<u>1-5</u>
Certificates of deposit	\$ 915,616	\$ 84,708	\$ 830,908
Corporate bonds	1,226,820	426,089	800,731
Federal agency securities	<u>1,173,339</u>	<u>631,060</u>	<u>542,279</u>
Total	\$ <u>3,315,775</u>	\$ <u>1,141,857</u>	\$ <u>2,173,918</u>

#### E. Fair Value

The Town categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72 *Fair Value Measurement and Application* (GASB 72).

The hierarchy is based on the valuation inputs used to measure the fair value of the asset and give the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The hierarchy categorizes the inputs to valuation techniques used for fair value measurement into three levels as follows:

- Level 1 – inputs that reflect quoted prices (unadjusted) in active markets for identical assets or liabilities that the fund has the ability to access at the measurement date.
- Level 2 – inputs other than quoted prices that are observable for an asset or liability either directly or indirectly, including inputs in markets that are not considered to be active. Because they must often be priced on the basis of transactions involving similar but not identical securities or do not trade with sufficient frequency, certain directly held securities are categorized as level 2.

- Level 3 – unobservable inputs based on the best information available, using assumptions in determining the fair value of investments and derivative instruments.

In instances where inputs used to measure fair value fall into different levels in the fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation.

The Town has the following fair value measurements as of June 30, 2019:

		Fair Value Measurements Using:	
		Quoted prices in active markets for identical assets (Level 1)	Significant observable inputs (Level 2)
<u>Investment Type</u>	<u>Amount</u>		
Investments by fair value level:			
Corporate bonds	\$ 1,226,820	\$ -	\$ 1,226,820
Equity mutual funds	959,607	959,607	-
Federal agency securities	1,173,339	-	1,173,339
Fixed income mutual funds	<u>190,643</u>	190,643	-
Total	\$ 3,550,409		

Equity securities classified in Level 1 are valued using prices quoted in active markets for those securities.

Debt securities classified in Level 2 are valued using either a bid evaluation or a matrix pricing technique. Bid evaluations may include market quotations, yields, maturities, call features, and ratings. Matrix pricing is used to value securities based on the securities relationship to benchmark quote prices. Level 2 debt securities have non-proprietary information that was readily available to market participants, from multiple independent sources, which are known to be actively involved in the market.

## 5. Investments - OPEB Trust Fund

The following is a summary of the OPEB Trust Fund's investments as of June 30, 2019:

<u>Investment Type</u>	<u>Amount</u>
State Retirees Benefits Trust Fund (SRBT)	\$ <u>2,675,677</u>
Total investments	\$ <u><u>2,675,677</u></u>

A. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The OPEB Trust Fund does not have formal investment policies related to custodial credit risk. The Town manages custodial credit risk exposure with SIPC and excess SIPC insurance.

As of June 30, 2019, none of the OPEB Trust Fund's total investments were subject to custodial credit risk exposure because the related securities are uninsured, unregistered, and/or held by the OPEB Trust Fund's brokerage firm, which is also the counterparty to these securities as follows:

<u>Investment Type</u>	<u>Amount</u>	Held by Counterparty's <u>Trust or Agent</u>
SRBT	\$ <u>2,675,677</u>	\$ <u>2,675,677</u>
Total	\$ <u><u>2,675,677</u></u>	\$ <u><u>2,675,677</u></u>

B. Concentration of Credit Risk

The OPEB Trust Fund places no limit on the amount the OPEB Trust Fund may invest in any one issuer. The OPEB Trust Fund does not have formal investment policies related to concentration of credit risk exposure.

Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from concentration of credit disclosure.

As of June 30, 2019, the OPEB Trust Fund does not have an investment in one issuer greater than 5% of total investments.

C. Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The OPEB Trust Fund does not have formal investment policies related to foreign currency risk.

D. Fair Value

The OPEB Trust Fund categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72 *Fair Value Measurement and Application* (GASB 72).

The net asset value (NAV) per share is the amount of net assets attributable to each share of capital stock outstanding at the close of the period. Investments measured at NAV for fair value are not subject to level classification.

The OPEB Trust Fund has the following fair value measurements as of June 30, 2019:

<u>Investment Type</u>	<u>Amount</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency (If currently eligible)</u>	<u>Redemption Notice Period</u>
External investment pools	\$ 2,675,677	\$ -	Monthly	30 Days

## 6. Property Taxes and Excises Receivables

Real estate and personal property taxes are levied and based on values assessed on January 1 of every year. Assessed values are established by the Board of Assessors for 100% of the estimated fair market value. Taxes are due on a quarterly basis and are subject to penalties and interest if they are not paid by the respective due date. Real estate and personal property taxes levied are recorded as receivables in the fiscal year they relate to.

The day after the final tax bill is due, a demand notice may be sent to the delinquent taxpayer. Fourteen days after the demand notice has been sent, the tax collector may proceed to file a lien against the delinquent taxpayers' property. The Town has an ultimate right to foreclose on property for unpaid taxes. Personal property taxes cannot be secured through the lien process.

Motor vehicle excise taxes are assessed annually for every motor vehicle and trailer registered in the Commonwealth. The Registry of Motor Vehicles annually calculates the value of all registered motor vehicles for the purpose of excise assessment. The amount of motor vehicle excise tax due is calculated using a fixed rate of \$25 per \$1,000 of value.

Property taxes and excise receivables at June 30, 2019 consist of the following:



	Gross Amount (fund basis)	Allowance for Doubtful Accounts	Current Portion	Long- Term Portion
Real estate taxes	\$ 197,578	\$ -	\$ 197,578	\$ -
Personal property taxes	1,848	-	1,848	-
Community preservation act	4,715	-	4,715	-
Tax liens	<u>74,210</u>	<u>-</u>	<u>-</u>	<u>74,210</u>
Total property taxes	<u>\$ 278,351</u>	<u>\$ -</u>	<u>\$ 204,141</u>	<u>\$ 74,210</u>
Motor vehicle excise	<u>\$ 78,676</u>	<u>\$ (15,541)</u>	<u>\$ 63,135</u>	
Total excises	<u>\$ 78,676</u>	<u>\$ (15,541)</u>	<u>\$ 63,135</u>	

## 7. Interfund Fund Accounts

### Transfers

The Town reports interfund transfers between various funds. Most transfers result from budgetary or statutory actions, whereby funds are moved to accomplish various expenditure purposes. The following is an analysis of interfund transfers:

<u>Governmental Funds:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 88,206	\$ 70,000
Community Preservation - Major Fund	-	349,039
Nonmajor Funds:		
Special Revenue Funds	9,039	163,206
Capital Project Funds	<u>485,000</u>	<u>-</u>
Subtotal Nonmajor Funds	<u>494,039</u>	<u>163,206</u>
Grand Total	<u>\$ 582,245</u>	<u>\$ 582,245</u>

The Town's other routine transfers include transfers made to move (1) unrestricted revenues or balances that have been collected or accumulated in the general fund to other funds based on budgetary authorization, and (2) revenues from a fund that by statute or budgetary authority must collect them to funds that are required by statute or budgetary authority to expend them.

## 8. Capital Assets

Capital asset activity for the year ended June 30, 2019 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities</b>				
Capital assets, being depreciated:				
Land improvements	\$ 475	\$ -	\$ -	\$ 475
Buildings and building improvements	22,484	4,714	-	27,198
Machinery, equipment, and vehicles	6,600	558	(36)	7,122
Infrastructure	<u>35,093</u>	<u>5,795</u>	<u>-</u>	<u>40,888</u>
Total capital assets, being depreciated	64,652	11,067	(36)	75,683
Less accumulated depreciation for:				
Land improvements	(232)	(19)	-	(251)
Buildings and building improvements	(10,834)	(647)	-	(11,481)
Machinery, equipment, and vehicles	(4,005)	(498)	36	(4,467)
Infrastructure	<u>(16,087)</u>	<u>(840)</u>	<u>-</u>	<u>(16,927)</u>
Total accumulated depreciation	<u>(31,158)</u>	<u>(2,004)</u>	<u>36</u>	<u>(33,126)</u>
Total capital assets, being depreciated, net	33,494	9,063	-	42,557
Capital assets, not being depreciated:				
Land	20,588	-	-	20,588
Construction in progress	<u>7,974</u>	<u>-</u>	<u>(7,950)</u>	<u>24</u>
Total capital assets, not being depreciated	<u>28,562</u>	<u>-</u>	<u>(7,950)</u>	<u>20,612</u>
Governmental activities capital assets, net	<u>\$ 62,056</u>	<u>\$ 9,063</u>	<u>\$ (7,950)</u>	<u>\$ 63,169</u>

Depreciation expense was charged to functions of the Town as follows (in thousands):

<b>Governmental Activities</b>	
General government	\$ 242
Public safety	345
Education	405
Public works	993
Human services	2
Culture and recreation	<u>17</u>
Total depreciation expense - governmental activities	<u>\$ 2,004</u>

## 9. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of net position by the Town that is applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to

pensions and OPEB, in accordance with GASB Statements No. 68 and 75, are more fully discussed in the corresponding pension and OPEB notes.

#### 10. Warrants Payable

Warrants payable represent 2019 expenditures paid by July 15, 2019.

#### 11. Notes Payable

The Town had the following note outstanding at June 30, 2019:

<u>Purpose</u>	<u>Interest Rate</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Balance at 6/30/19</u>
Spofford Pond School Roof and Window Replacement	1.76%	06/21/19	12/20/19	\$ <u>3,525,000</u>
Total				\$ <u>3,525,000</u>

The following summarizes activity in notes payable during fiscal year 2019:

<u>Purpose</u>	<u>Balance Beginning of Year</u>	<u>New Issues</u>	<u>Maturities</u>	<u>Balance End of Year</u>
Recreational Fields/Spofford Pond School Roof and Window Replacement	\$ 2,500,000	\$ -	\$ (2,500,000)	\$ -
Spofford Pond School Roof and Window Replacement	1,250,000	-	(1,250,000)	-
Recreational Fields/Spofford Pond School Roof	-	2,275,000	(2,275,000)	-
Recreational Fields/Spofford Pond School Roof and Window Replacement	<u>-</u>	<u>3,525,000</u>	<u>-</u>	<u>3,525,000</u>
Total	\$ <u>3,750,000</u>	\$ <u>5,800,000</u>	\$ <u>(6,025,000)</u>	\$ <u>3,525,000</u>

#### 12. Long-Term Debt

##### A. General Obligation Bonds

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

	Amount of Original Issue	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/19
<u>Governmental Activities</u>				
<u>Bonds payable - Inside the Debt Limit</u>				
Police station refunding	\$ 1,367,000	08/15/20	1.18%	\$ 285,000
Town Hall construction refunding	1,955,000	08/15/22	1.36%	810,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	595,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	35,000
Dump truck	205,000	09/15/22	1.24%	80,000
Land acquisition	86,000	10/01/25	1.78%	60,200
Fire Station Floor Drain/Tank Replacement	102,000	10/01/25	1.79%	71,400
Wood School Interior Renovations	667,000	10/01/25	1.81%	467,900
Anvil Farm land acquisition	850,000	06/15/26	3.90%	315,000
Haynes land acquisition	1,900,000	06/15/27	3.94%	800,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	280,000
School remodeling	355,000	09/15/27	1.60%	205,000
Land acquisition	190,000	09/15/27	1.55%	100,000
Fire truck	430,000	09/15/27	1.70%	280,000
<u>Bonds payable - Outside the Debt Limit</u>				
Landfill closure - refunding	-	06/15/17	2.24%	-
Title V MWPAT - Loan 2	48,524	02/01/21	0.00%	5,441
Wood School Exterior Renovations	125,000	10/01/25	1.82%	90,500
Water treatment plant	400,000	09/15/27	1.70%	255,000
Total Governmental Activities	\$ 10,833,524			\$ 4,735,441

**B. Future Debt Service**

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2019 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 917,693	\$ 101,088	\$ 1,018,781
2021	907,748	83,513	991,261
2022	755,000	64,078	819,078
2023	690,000	50,208	740,208
2024	380,000	38,823	418,823
2025 - 2028	1,085,000	50,506	1,135,506
Total	\$ 4,735,441	\$ 388,216	\$ 5,123,657

The following governmental funds have been designated as the sources to repay the governmental-type general obligation long-term debt outstanding as of June 30, 2019:

General fund	\$ 2,969,941
Community preservation fund	1,765,500
Total	\$ 4,735,441



### C. Changes in General Long-Term Liabilities

During the year ended June 30, 2019, the following changes occurred in long-term liabilities (in thousands):

	Beginning Balance	Additions	Reductions	Ending Balance	Less Current Portion	Equals Long-Term Portion
<b>Governmental Activities</b>						
Bonds payable	\$ 5,744	\$ -	\$ (1,009)	\$ 4,735	\$ (918)	\$ 3,817
Net pension liability	13,895	2,147	-	16,042	-	16,042
Net OPEB liability	10,610	68	-	10,678	-	10,678
Other:						
Landfill liability	871	-	(55)	816	(57)	759
Compensated absences	750	46	-	796	(79)	717
Subtotal - other	1,621	46	(55)	1,612	(136)	1,476
Totals	\$ 31,870	\$ 2,261	\$ (1,064)	\$ 33,067	\$ (1,054)	\$ 32,013

### D. Long-Term Debt Supporting Governmental Activities

General obligation bonds issued by the Town for various municipal projects are approved by Town Meeting and repaid with revenues recorded in the general and community preservation funds. All other long-term debt is repaid from the funds that the cost relates to, primarily the general fund.

## 13. Landfill Postclosure Care Costs

State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the landfill site for thirty years after closure.

The \$816,423 reported as landfill postclosure care liability at June 30, 2019 represents the remaining estimated postclosure maintenance costs. These amounts are based on what it would cost to perform all postclosure care in 2019. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

## 14. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net position by the Town that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and is more fully described in the corresponding pension and OPEB notes. *Unavailable revenues* are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

## 15. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The Town has implemented *GASB Statement No. 54 (GASB 54), Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported as of June 30, 2019:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance includes nonmajor governmental fund reserves for the principal portion of permanent funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws and regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes Community Preservation funds, various special revenue and expendable trust funds, capital projects funded by borrowing and state grants, and the income portion of permanent funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing special article appropriations approved at Town Meeting and capital project and expendable trust funds funded by general fund appropriations.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period, the remaining balance of premiums received on the issuance of excluded debt, and general fund surplus fund balance that has been appropriated as a funding source for the subsequent fiscal period.

Unassigned – Represents amounts that are available to spend in future periods, general stabilization fund and deficit funds.

Following is a breakdown of the Town's fund balance as of June 30, 2019:

	General Fund	Community Preservation Fund	Boxford Common Fields Fund	Spofford Pond School Roof Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Nonspendable</b>						
Nonexpendable permanent funds	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
Total Nonspendable	-	-	-	-	5,000	5,000
<b>Restricted</b>						
Community preservation funds	-	2,512,075	-	-	-	2,512,075
Special revenue funds	-	-	-	-	1,127,372	1,127,372
Expendable trust funds	-	-	-	-	69,988	69,988
Capital projects funded by borrowing	-	-	-	-	505,870	505,870
Expendable permanent funds	-	-	-	-	10,203	10,203
Total Restricted	-	2,512,075	-	-	1,713,433	4,225,508
<b>Committed</b>						
Expendable trust funds funded by general fund	-	-	-	-	89,816	89,816
<b>Article carryforwards</b>						
General government	159,627	-	-	-	-	159,627
Public safety	286,469	-	-	-	-	286,469
Education	4,805	-	-	-	-	4,805
Public works	165,500	-	-	-	-	165,500
Health and human services	2,000	-	-	-	-	2,000
Total Committed	618,401	-	-	-	89,816	708,217
<b>Assigned</b>						
<b>Encumbrances</b>						
General government	2,589	-	-	-	-	2,589
Public safety	12,571	-	-	-	-	12,571
Education	101,058	-	-	-	-	101,058
Public works	1,595	-	-	-	-	1,595
Health and human services	44,500	-	-	-	-	44,500
Reserved for expenditures	1,227,108	-	-	-	-	1,227,108
Reserved for debt service	43,759	-	-	-	-	43,759
Total Assigned	1,433,180	-	-	-	-	1,433,180
<b>Unassigned</b>						
General fund	3,864,483	-	-	-	-	3,864,483
General stabilization fund	1,370,492	-	-	-	-	1,370,492
Special revenue fund deficits	-	-	-	-	(6,382)	(6,382)
Capital project fund deficits	-	-	(1,078,829)	(2,122,106)	(281,316)	(3,482,251)
Total Unassigned	5,234,975	-	(1,078,829)	(2,122,106)	(287,698)	1,746,342
Total Fund Balances	\$ 7,286,556	\$ 2,512,075	\$ (1,078,829)	\$ (2,122,106)	\$ 1,520,551	\$ 8,118,247

## 16. Essex Regional Retirement System

The Town follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27*, with respect to the employees' retirement funds.

### A. Plan Description

Substantially all employees of the Town (except teachers and administrators under contract employed by the School Department) are members of the Essex Regional Retirement System (the System), a cost-sharing, multiple-employer, public employee



retirement system (PERS). Eligible employees must participate in the System. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Chapter 32 of the Massachusetts General Laws establishes the authority of the System, contribution percentages, and benefits paid. The System Retirement Board does not have the authority to amend benefit provisions. Additional information is disclosed in the System's annual financial reports, which are publicly available at the System's administrative offices at 491 Maple Street, Suite 202, Danvers, Massachusetts 01923-4025. Reports are also available on the System's website at [www.essexregional.com](http://www.essexregional.com).

#### Participants Contributions

Participants contribute a set percentage of their gross regular compensation annually. Employee contribution percentages are specified in Chapter 32 of the Massachusetts General Laws. The employee's individual contribution percentage is determined by their date of entry into the System. In addition, all employees hired after January 1, 1979 contribute an additional 2% on all gross regular compensation over the rate of \$30,000 per year. The percentages are as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7%
January 1, 1984 - June 30, 1996	8%
Beginning July 1, 1996	9%

For those members entering a Massachusetts System on or after April 2, 2012 in Group 1, the contribution rate will be reduced to 6% when at least 30 years of creditable service has been attained.

#### Participant Retirement Benefits

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deductions and a portion of the interest they generate constitute the annuity. The difference between the total retirement allowance and the annuity is the pension. The average retirement benefit is approximately 80-85% pension and 15-20% annuity.

The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation for those hired prior to April 2, 2012 and the highest 5-year average annual rate of regular compensation for those first becoming members of the Massachusetts System on or after that date. However, per Chapter 176 of the Acts of 2011, for members who retire on or after April 2, 2012, if in the 5 years of creditable service immediately preceding retirement, the difference in the annual rate of regular compensation between any 2 consecutive years exceeds 100 percent, the normal yearly amount



of the retirement allowance shall be based on the average annual rate of regular compensation received by the member during the period of 5 consecutive years preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification.

There are four classes of membership in the retirement system, but one of these classes, Group 3, is made up exclusively of the Massachusetts State Police. The other three classes are as follows:

- Group 1 – General employees, including clerical, administrative, technical, and all other employees not otherwise classified.
- Group 2 – Certain specified hazardous duty positions.
- Group 4 – Police officers, firefighters, and other specified hazardous positions.

A retirement allowance may be received at any age, upon attaining 20 years of service. The plan also provides for retirement at age 55 if the participant was a member prior to January 1, 1978, with no minimum vesting requirements. If the participant was a member on or after January 1, 1978 and a member of Groups 1 or 2, then a retirement allowance may be received if the participant (1) has at least 10 years of creditable service, (2) is age 55, (3) voluntarily left Town employment on or after that date, and (4) left accumulated annuity deductions in the fund. Members of Group 4 have no minimum vesting requirements, however, must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A participant who became a member on or after April 2, 2012 is eligible for a retirement allowance upon 10 years creditable service and reaching ages 60 or 55 for Groups 1 and 2, respectively. Participants in Group 4 must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

#### Methods of Payment

A member may elect to receive his or her retirement allowance in one of three forms of payment as follows:

- Option A – Total annual allowance, payable in monthly installments, commencing at retirement and terminating at the members death.
- Option B – A reduced annual allowance, payable in monthly installments, commencing at retirement and terminating at the death of the member, provided however, that if the total amount of the annuity portion received by the member is less than the amount of his or her accumulated deductions, including interest, the difference or balance of his accumulated deductions

will be paid in a lump sum to the retiree's beneficiary or beneficiaries of choice.

- Option C – A reduced annual allowance, payable in monthly installments, commencing at retirement. At the death of the retired employee, 2/3 of the allowance is payable to the member's designated beneficiary (who may be the spouse, or former spouse who has not remarried, child, parent, sister, or brother of the employee) for the life of the beneficiary. For members who retired on or after January 12, 1988, if the beneficiary pre-deceases the retiree, the benefit payable increases (or "pops up" to Option A) based on the factor used to determine the Option C benefit at retirement. For members who retired prior to January 12, 1988, if the System has accepted Section 288 of Chapter 194 of the Acts of 1998 and the beneficiary pre-deceases the retiree, the benefit payable "pops up" to Option A in the same fashion. The Option C became available to accidental disability retirees on November 7, 1996.

#### Participant Refunds

Employees who resign from service and who are not eligible to receive a retirement allowance are entitled to request a refund of their accumulated total deductions. Members voluntarily withdrawing with at least 10 years of service or involuntarily withdrawing, receive 100% of the regular interest that has accrued on those accumulated total deductions. Members voluntarily withdrawing with less than 10 years of service get credited interest each year at a rate of 3%.

#### Employer Contributions

Employers are required to contribute at actuarially determined rates as accepted by the Public Employee Retirement Administration Commission (PERAC).

The Town's contribution to the System for the year ended June 30, 2019 was \$1,293,521, which was equal to its annual required contribution.

#### *B. Summary of Significant Accounting Policies*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the System, and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

C. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred (Inflows) of Resources Related to Pensions

At June 30, 2019, the Town reported a liability of \$16,041,666 for its proportionate share of the System's total net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. The Town's proportion of the net pension liability was based on an actuarially determined projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers. At December 31, 2018, the Town's proportion was 3.797%.

For the year ended June 30, 2019, the Town recognized total pension expense of \$1,925,171. In addition, the Town reported deferred outflows of resources and deferred (inflows) of resources related to pensions from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred (Inflows) of <u>Resources</u>
Differences between expected and actual experience	\$ -	\$ (139,135)
Changes of assumptions	850,461	-
Net difference between projected and actual earnings on pension plan investments	825,083	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	<u>382,859</u>	<u>(52,158)</u>
Total	\$ <u>2,058,403</u>	\$ <u>(191,293)</u>

Amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2020	\$ 633,646
2021	447,943
2022	365,111
2023	<u>420,410</u>
Total	\$ <u>1,867,110</u>

*D. Actuarial Assumptions*

The total pension liability was determined by an actuarial valuation as of January 1, 2018, using the following actuarial assumptions, applied to all periods included in the measurement that was updated to a measurement date of December 31, 2018:

COLA	3% of the first \$14,000
Salary increases	Select and ultimate:
	Year 1 7.50%
	Year 2 6.50%
	Year 3 6.00%
	Year 4 5.50%
	Year 5 5.00%
	Thereafter 3.75%
Investment rate of return	7.50%

Mortality rates were based on the RP-2000 mortality table (sex-distinct, healthy employees for actives and healthy annuitants for retirees) projected with scale BB and Generational Mortality. For members retired under an Accidental Disability (job-related), 40% of deaths are assumed to be from the same cause as the disability. Disabled mortality is the healthy retiree table ages set forward 2 years.

*E. Target Allocations*

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage adjusted by a 2.75% inflation assumption. Best estimates of arithmetic real rates of return are summarized in the following table:



<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return Geometric Average</u>
Domestic equity	21.00%	6.16%
International developed markets equity	13.00%	6.69%
International emerging markets equity	5.00%	9.47%
Core fixed income	15.00%	1.89%
High-yield fixed income	8.00%	4.00%
Real estate	10.00%	4.58%
Commodities	4.00%	4.77%
Hedge fund, GTAA, risk parity	11.00%	3.68%
Private equity	13.00%	10.00%
Total	100.00%	

**F. Discount Rate**

The discount rate used to measure the total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed plan member contributions at the current contribution rate and employer contributions at rates equal to the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**G. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.5%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

1% Decrease	Current Discount Rate	1% Increase
<u>(6.5%)</u>	<u>(7.5%)</u>	<u>(8.5%)</u>
\$19,832,511	\$16,041,666	\$12,852,350

**H. Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued System financial report.

## 17. Massachusetts Teachers' Retirement System (MTRS)

### A. Plan Description

The Massachusetts Teachers' Retirement System (MTRS) is a public employee retirement system (PERS) that administers a cost-sharing, multi-employer, defined benefit plan, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans*. MTRS is managed by the Commonwealth on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for all contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives, and Quincy College. The MTRS is part of the Commonwealth's reporting entity and does not issue a stand-alone audited financial report.

Management of MTRS is vested in the Massachusetts Teachers' Retirement Board (MTRB), which consists of seven members—two elected by the MTRS members, one who is chosen by the six other MTRB members, the State Treasurer (or their designee), the State Auditor (or their designee), a member appointed by the Governor, and the Commissioner of Education (or their designee), who serves ex-officio as the Chairman of the MTRB.

### B. Benefits Provided

MTRS provides retirement, disability, survivor, and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establish uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last 5 years or any 5 consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, and group creditable service and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after 10 years of creditable service. A superannuation retirement allowance may be received upon the completion of 20 years of creditable service or upon reaching the age of 55 with 10 years of service. Normal retirement for most employees occurs at age 65. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MTRS' funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MTRS retirement allowance is funded by employees who contribute a percentage

of their regular compensation. Costs of administering the plan are funded out of plan assets.

*C. Contributions*

Member contributions for MTRS vary depending on the most recent date of membership:

<u>Membership Date</u>	<u>% of Compensation</u>
Prior to 1975	5% of regular compensation
1975 - 1983	7% of regular compensation
1984 to 6/30/1996	8% of regular compensation
7/1/1996 to present	9% of regular compensation
7/1/2001 to present	11% of regular compensation (for teachers hired after 7/1/01 and those accepting provisions of Chapter 114 of the Acts of 2000)
1979 to present	An additional 2% of regular compensation in excess of \$30,000

*D. Actuarial Assumptions*

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of January 1, 2018 rolled forward to June 30, 2018. This valuation used the following assumptions:

- (a) 7.35% investment rate of return, (b) 3.50% interest rate credited to the annuity savings fund and (c) 3.00% cost of living increase on the first \$13,000 per year.
- Salary increases are based on analyses of past experience but range from 4.00% to 7.50% depending on length of service.
- Experience study is dated July 21, 2014 and encompasses the period January 1, 2006 to December 31, 2011.
- Mortality rates were as follows:
  - Pre-retirement - reflects RP-2014 White Collar Employees Table projected generationally with Scale MP-2016 (gender distinct).
  - Post-retirement - reflects RP-2014 White Collar Healthy Annuitant Table projected generationally with Scale MP-2016 (gender distinct).
  - Disability – assumed to be in accordance with the RP-2014 White Collar Healthy Annuitant table projected generationally with Scale MO-2016 (gender distinct).

#### E. Target Allocation

Investment assets of the MTRS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target asset allocation as of June 30, 2018 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equity	39.00%	5.00%
Portfolio completion strategies	13.00%	3.70%
Core fixed income	12.00%	0.90%
Private equity	12.00%	6.60%
Real estate	10.00%	3.80%
Value added fixed income	10.00%	3.80%
Timber/natural resources	4.00%	3.40%
Total	<u>100.00%</u>	

#### F. Discount Rate

The discount rate used to measure the total pension liability was 7.35%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and the Commonwealth's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rates. Based on those assumptions, the net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

#### G. Sensitivity Analysis

The following illustrates the sensitivity of the collective net pension liability to changes in the discount rate. In particular, the table presents the MTRS collective net pension liability assuming it was calculated using a single discount rate that is one-percentage-point lower or one-percentage-point higher than the current discount rate (amounts in thousands):



1% Decrease to 6.35%	Current Discount Rate 7.35%	1% Increase to 8.35%
\$ 29,482,300	\$ 23,711,289	\$ 18,771,300

#### H. Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make all actuarial determined employer contributions on behalf of the member employers. Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions (GASB 68)* and the Commonwealth is a nonemployer contributing entity in MTRS. Since the employers do not contribute directly to MTRS, there is no net pension liability to recognize for each employer.

#### I. Town Proportions

In fiscal year 2018 (the most recent measurement period), the Town's proportionate share of the MTRS' collective net pension liability was \$21,822,869 based on a proportionate share of 0.092036%. As required by GASB 68, the Town has recognized its portion of the Commonwealth's contribution of \$1,210,071 as both a revenue and expenditure in the general fund, and its portion of the collective pension expense of \$2,211,432 as both a revenue and expense in the governmental activities.

### 18. **Other Post-Employment Benefits (GASB 74 and GASB 75)**

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (OPEB)*, replaces the requirements of *Statement No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. This applies if a trust fund has been established to fund future OPEB costs. In fiscal year 2012, the Town established an OPEB Trust Fund to provide funding for future employee health care costs.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of *Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This Statement identifies the methods and assumptions that are required to be used to project benefit payments, discounted projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

All the following OPEB disclosures are based on a measurement date of June 30, 2019.

A. General Information about the OPEB Plan

Plan Description

The Town provides post-employment healthcare benefits for retired employees through the Town's plan. The Town provides health insurance coverage through BlueCross BlueShield. The benefits, benefit levels, employee contributions, and employer contributions are governed by Chapter 32 of the Massachusetts General Laws.

Benefits Provided

The Town provides medical and prescription drug insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria will receive these benefits.

Funding Policy

The Town's funding policy includes financing the implicit subsidy on a pay-as-you-go basis, as required by statute. Additional contributions are based on annual budget limitations/authorizations.

Plan Membership

At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries	
currently receiving benefit payments	141
Active employees	<u>188</u>
Total	<u>329</u>

B. Investments

The OPEB trust fund assets consist of investments held in SRBT.

*Rate of return.* For the year ended June 30, 2019, the annual money-weighted rate of return on investments, net of investment expense, was 5.72%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

C. Actuarial Assumptions and Other Inputs

The net OPEB liability was determined by an actuarial valuation as of July 1, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.75%
Salary increases	3%, average, including inflation
Investment rate of return	7.04%, net of OPEB plan investment expense
Municipal bond rate	2.79%
Discount rate	7%
Healthcare cost trend rates	5% for 2019, fluctuating 0% to an ultimate rate of 5% as of 2020 and later years
Participation rate	80% of employees eligible to receive retirement benefits would enroll in the retiree medical plans upon retirement

Mortality rates were based on RP-2000 Employees Mortality Table projected generationally with scale BB and a base year 2009 for males and females.

The actuarial assumptions used in the valuation were based on the results of an actuarial experience study published in 2014 (based on the years 2006-2011).

D. Target Allocations

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2019 are summarized in the following table.

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Domestic Equity - Large Cap	14.50%	4.00%
Domestic Equity - Small/Mid Cap	3.50%	6.00%
International Equity - Developed Market	16.00%	4.50%
International Equity - Emerging Market	6.00%	7.00%
Domestic Fixed Income	20.00%	2.00%
International Fixed Income	3.00%	3.00%
Alternatives	23.00%	6.50%
Real Estate	14.00%	6.25%
Cash and Cash Equivalents	<u>0.00%</u>	0.00%
Total	<u>100.00%</u>	

*E. Discount Rate*

The discount rate used to measure the net OPEB liability was 7%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

*F. Net OPEB Liability*

The components of the net OPEB liability, measured as of June 30, 2019, were as follows:

Total OPEB liability	\$ 13,354,141
Plan fiduciary net position	<u>2,675,677</u>
Net OPEB liability	<u>\$ 10,678,464</u>
Plan fiduciary net position as a percentage of the total OPEB liability	20.04%

The fiduciary net position has been determined on the same basis used by the OPEB Plan. For this purpose, the Plan recognizes benefit payments when due and payable.



**G. Changes in the Net OPEB Liability**

The following summarizes the changes in the net OPEB liability for the past year:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances, beginning of year	\$ 12,792,821	\$ 2,182,433	\$ 10,610,388
Changes for the year:			
Service cost	316,568	-	316,568
Interest	895,274	-	895,274
Contributions - employer	-	1,000,522	(1,000,522)
Net investment income	-	143,244	(143,244)
Benefit payments	(650,522)	(650,522)	-
Net Changes	561,320	493,244	68,076
Balances, end of year	\$ 13,354,141	\$ 2,675,677	\$ 10,678,464

**H. Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease	Current Discount Rate	1% Increase
\$ 12,259,546	\$ 10,678,464	\$ 9,007,577

**I. Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates**

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it as calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease	Current Healthcare Cost Trend Rates	1% Increase
\$ 8,294,002	\$ 10,678,464	\$ 13,566,045

J. OPEB Expense and Deferred Outflows of Resources and Deferred (Inflows) of Resources Related to OPEB

For the year ended June 30, 2019, the Town recognized an OPEB expense of \$1,402,434. At June 30, 2019, the Town reported deferred outflows and (inflows) of resources related to OPEB from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred (Inflows) of <u>Resources</u>
Difference between expected and actual experience	\$ 1,112,541	\$ -
Net difference between projected and actual OPEB investment earnings	<u>18,008</u>	<u>(57,007)</u>
Total	<u>\$ 1,130,549</u>	<u>\$ (57,007)</u>

Amounts reported as deferred outflows and (inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30:

2020	\$ 356,346
2021	356,346
2022	356,348
2023	<u>4,502</u>
Total	<u>\$ 1,073,542</u>

19. Subsequent Events

Debt

Subsequent to June 30, 2019, the Town has incurred the following additional debt:

	<u>Amount</u>	<u>Interest Rate</u>	<u>Issue Date</u>	<u>Maturity Date</u>
General obligation bond	\$ 3,375,000	5.00%	12/11/19	08/01/37

20. Commitments and Contingencies

Outstanding Legal Issues - On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Encumbrances – At year-end the Town’s general fund has \$162,313 in encumbrances that will be honored in the next fiscal year.

**21. Beginning Net Position Restatement**

The beginning (July 1, 2018) net position of the Town has been restated as follows:

Government-Wide Financial Statements:	
	Governmental Activities
As previously reported	\$ 40,471,455
To restate OPEB liability and align measurement date with reporting date	<u>6,746</u>
As restated	<u>\$ 40,478,201</u>

**22. New Pronouncements**

The Governmental Accounting Standards Board (GASB) has issued Statement No. 84, *Fiduciary Activities*, effective for the Town beginning with its fiscal year ending June 30, 2020. This statement establishes guidance on how to address the categorization of fiduciary activities for financial reporting and how fiduciary activities are to be reported, and may require reclassification of certain funds.

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*, effective for the Town beginning with its fiscal year ending June 30, 2021. This statement establishes new reporting and disclosure requirements, including the recording of various operating leases in the financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS**  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY (GASB 68)

JUNE 30, 2019  
(Unaudited)

Essex Regional Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2019	December 31, 2018	3.797%	\$16,041,666	\$ 4,930,080	325.38%	51.89%
June 30, 2018	December 31, 2017	3.692%	\$13,895,133	\$ 4,727,147	293.94%	55.40%
June 30, 2017	December 31, 2016	3.658%	\$14,092,733	\$ 4,787,031	294.39%	51.12%
June 30, 2016	December 31, 2015	3.663%	\$13,307,669	\$ 5,080,198	261.95%	51.01%
June 30, 2015	December 31, 2014	3.652%	\$12,389,026	\$ 4,880,552	253.84%	52.27%

Massachusetts Teachers' Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Commonwealth of Massachusetts' Total Proportionate Share of the Net Pension Liability Associated with the Town</u>	<u>Total Net Pension Liability Associated with the Town</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2019	June 30, 2018	0.092036%	\$ -	\$ 21,822,869	\$ 21,822,869	\$ 6,463,565	-	54.84%
June 30, 2018	June 30, 2017	0.093014%	\$ -	\$ 21,286,632	\$ 21,286,632	\$ 6,316,086	-	54.25%
June 30, 2017	June 30, 2016	0.095524%	\$ -	\$ 21,357,123	\$ 21,357,123	\$ 6,283,239	-	51.12%
June 30, 2016	June 30, 2015	0.094803%	\$ -	\$ 19,424,725	\$ 19,424,725	\$ 6,009,456	-	55.38%
June 30, 2015	June 30, 2014	0.092382%	\$ -	\$ 14,685,326	\$ 14,685,326	\$ 5,664,397	-	61.64%

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.



**TOWN OF BOXFORD, MASSACHUSETTS**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF PENSION CONTRIBUTIONS (GASB 68)**

JUNE 30, 2019  
(Unaudited)

Essex Regional Retirement System						
<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Contractually Required Contribution</u>	<u>Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2019	December 31, 2018	\$ 1,293,521	\$ 1,293,521	\$ -	\$ 4,930,080	26.24%
June 30, 2018	December 31, 2017	\$ 1,171,226	\$ 1,171,226	\$ -	\$ 4,727,147	24.78%
June 30, 2017	December 31, 2016	\$ 1,059,806	\$ 1,059,806	\$ -	\$ 4,787,031	22.14%
June 30, 2016	December 31, 2015	\$ 1,006,232	\$ 1,006,232	\$ -	\$ 5,080,198	19.81%
June 30, 2015	December 31, 2014	\$ 936,588	\$ 936,588	\$ -	\$ 4,880,552	19.19%

Massachusetts Teachers' Retirement System						
<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Contractually Required Contribution Provided by Commonwealth</u>	<u>Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2019	June 30, 2018	\$ 1,210,071	\$ 1,210,071	\$ -	\$ 6,463,565	18.72%
June 30, 2018	June 30, 2017	\$ 1,149,203	\$ 1,149,203	\$ -	\$ 6,316,086	18.19%
June 30, 2017	June 30, 2016	\$ 1,074,243	\$ 1,074,243	\$ -	\$ 6,283,239	17.10%
June 30, 2016	June 30, 2015	\$ 968,817	\$ 968,817	\$ -	\$ 6,009,456	16.12%
June 30, 2015	June 30, 2014	\$ 865,967	\$ 865,967	\$ -	\$ 5,664,397	15.29%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See Independent Auditors' Report.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**OTHER POST-EMPLOYMENT BENEFITS (OPEB)**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY (GASB 74 AND 75)**

(Unaudited)  
(Amounts expressed in thousands)

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Total OPEB Liability</b>			
Service cost	\$ 316,568	\$ 297,469	\$ 314,494
Interest on total OPEB liability	895,274	758,436	655,663
Differences between expected and actual experience	-	1,894,235	-
Changes of assumptions	-	(369,560)	-
Benefit payments, including refunds of member contributions	<u>(650,522)</u>	<u>(639,372)</u>	<u>(497,053)</u>
Net change in total OPEB liability	561,320	1,941,208	473,104
Total OPEB liability - beginning	<u>12,792,821</u>	<u>10,851,613</u>	<u>10,378,509</u>
Total OPEB liability - ending (a)	13,354,141	12,792,821	10,851,613
<b>Plan Fiduciary Net Position</b>			
Contributions - employer	1,000,522	989,372	797,053
Net investment income	143,244	173,023	187,870
Benefit payments, including refunds of member contributions	<u>(650,522)</u>	<u>(639,372)</u>	<u>(497,053)</u>
Net change in plan fiduciary net position	493,244	523,023	487,870
Plan fiduciary net position - beginning	<u>2,182,433</u>	<u>1,659,410</u>	<u>1,171,540</u>
Plan fiduciary net position - ending (b)	<u>2,675,677</u>	<u>2,182,433</u>	<u>1,659,410</u>
Net OPEB liability (asset) - ending (a-b)	<u>\$ 10,678,464</u>	<u>\$ 10,610,388</u>	<u>\$ 9,192,203</u>

*Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.*

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**OTHER POST-EMPLOYMENT BENEFITS (OPEB)**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULES OF NET OPEB LIABILITY, CONTRIBUTIONS, AND INVESTMENT RETURNS (GASB 74 AND 75)**

(Unaudited)  
(Amounts expressed in thousands)

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Schedule of Net OPEB Liability</b>			
Total OPEB liability	\$ 13,354,141	\$ 12,792,821	\$ 10,851,613
Plan fiduciary net position	<u>2,675,677</u>	<u>2,182,433</u>	<u>1,659,410</u>
Net OPEB liability (asset)	<u>\$ 10,678,464</u>	<u>\$ 10,610,388</u>	<u>\$ 9,192,203</u>
Plan fiduciary net position as a percentage of the total OPEB liability	20.04%	17.06%	15.29%
	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Schedule of Contributions</b>			
Actuarially determined contribution	\$ 1,120,810	\$ 989,774	\$ 992,163
Contributions in relation to the actuarially determined contribution	<u>1,000,522</u>	<u>989,372</u>	<u>797,053</u>
Contribution deficiency (excess)	<u>\$ 120,288</u>	<u>\$ 402</u>	<u>\$ 195,110</u>
	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Schedule of Investment Returns</b>			
Annual money weighted rate of return, net of investment expense	5.72%	9.02%	13.49%

*Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.*

See notes to Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

## FINANCE COMMITTEE

The Finance Committee had a very interesting 2018/2019. Michael White remained the Chairman, and Chris Wakeman the Vice Chairperson. Unfortunately, all 7 positions were not filled, given the resignation of one member. However, with the range of long town experience (Joe Callahan Peter Bernardin), veterans Jeff Yespy and Chris Wakeman, to relative youth (Phil McManus), the FinCom was well situated. The six committee members buckled down and the results were excellent, as the all members stepped up to fulfill the work requirements.

Going forward, the mixture of new blood and experienced members make up a committee which continues to navigate the town through rising costs, in spite of little or no inflation. The Committee continues to strongly maintain that the Town should use recurring revenues to fund recurring expenses. It is easy enough to say such, but in these times, it is often difficult to adhere to.

The budget for FY2020 (July 1, 2019 – June 30, 2020) of \$34,819,008 was presented at the May, 2019, Town Meeting and easily passed. The FinCom was pleased that the increase in tax to average households was, 2.7%. Free cash was certified in the fall of 2019 at \$3,632,461 another high year (as the two last years) which bodes well for upcoming needed capital and other non-ordinary expenditures.

Kathy Benevento, Finance Director, continued to serve the Town and the Finance Committee in an exemplary manner. All members of the FinCom will be eternally grateful for her efficiency, intelligence, and good humor.

Again, without making value judgments, the FinCom did not have to consider override from the Elementary Schools. However, Masconomet's budget was considerably over the 2.5% guideline, such that the FinCom brought the monies over 2.5% for a town override, which passed. The Town continues to lack a plan for the future. New work on a Capital Budgeting scenario will, in some way, aid in setting priorities. But there is no APPROVED plan. There are many needs on the horizon that will have to be dealt with. As of now, these needs will be addressed in an ad hoc nature by the town citizenry. Given that Boxford's per capita income is the tenth highest in the Commonwealth, it is difficult to fathom how we have come to this situation. But such is the case.

Over the last 9 years, the Town has not embarked on any major (multi million) facility projects, aside from the new roof, etc., for Spofford Pond School. And will probably not do so for at least another year or two...although there are several imminent projects: Town hall envelope and HVAC; the macadam yards of Spofford and Cole. Because of this past inactivity of long-term projects, our annual bond payments continue to drop dramatically. The drop-in bond payments have shielded the average taxpayer from even greater tax increases that have occurred. School budgets (approximately 70% of our overall budget) have increased significantly faster than taxes!! With the upcoming choices of major facility maintenance and updating (Masconomet is approaching 20 years old), and the still needed construction/refurbishment/relocation of the



Community Center, DPW facility, and Library/Town Hall, the town will have some difficult decisions to make.

Our pension and post-employment benefit (OPEB) costs are being addressed in a constructive way, more so than the vast majority of towns. Our unfunded liability continues to be a concern, but is being addressed by significant yearly payments, which have increased the past several years.

In sum, Boxford town finances continue to be managed in a very conservative basis, with the recent upgrading of our bonds to AAA as an indication of such management. However, major costs loom in our future as needed facilities continue to deteriorate and become outmoded, even given the significant amount of maintenance funds being expended.

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## BOARD OF ASSESSORS

Boxford's Fiscal Year 2020 total property valuation of \$1,893,055,048 includes \$11,778,901 in new growth that occurred during this past fiscal year, which is a decrease of \$2,267,200 over the prior year. This year's growth is made up of a combination of new construction, additions, and miscellaneous building improvements.

New home construction is a major contributor to new growth. However, the number of new home permits has decreased approximately sixty percent from the prior fiscal year.

Fiscal Year	New Home Permits
2008	5
2009	3
2010	3
2011	2
2012	4
2013	4
2014	7
2015	7
2016	12
2017	8
2018	8
2019	3

After a review of home sales that occurred during 2018, the Board determined that overall property valuations increased approximately 4% from the prior year. Valuation changes varied for individual parcels according to style, condition, location, and size. The average residential property assessment for Fiscal Year 2020 is \$668,000, an increase from the Fiscal Year 2019 average residential property assessment of \$643,000. The 2020 tax rate was set at \$16.17 per thousand of assessed value, a decrease of about one percent from last year. A total of 3,066 real and personal property tax bills were issued for Fiscal Year 2020.

As in previous years, the selectmen voted a multiplier of one for all commercial and industrial properties, which results in the commercial and industrial tax rate staying the same as residential. The town relies heavily on individual homeowners for tax revenues as residential properties account for 97 percent of all properties.

The assessors recognize that the requirement to follow specific state revaluation regulations when determining property valuations creates a hardship for some residents, particularly the senior population. The assessors continue to work with the Council on Aging to ensure that all seniors are familiar with any and all tax lowering programs that are available to them.

Of the 3,066 real and personal property tax bills that were issued in Fiscal Year 2019 (prior year), there were:

- 22 abatement filings, which resulted in 13 valuation changes granted and a \$10,596 reduction in taxes
- 44 personal exemptions granted, which resulted in \$107,534 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's service-connected disability.
- 19 Community Preservation Surcharge exemptions granted, which resulted in \$3,680 in reduced surcharges due to age and financial status.
- 17 Senior Tax Work-Off exemptions granted, resulting in a \$20,762 reduction in taxes.

Auto excise taxes resulted in approximately \$1,279,555 in income to the town from nearly 8,000 vehicles. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

Data collection and maintenance of current and accurate property data is a critical element in the development of uniform, fair market property value. The Assessor's Department continued our Cyclical Inspection Project, in accordance with the Massachusetts Department of Revenue's requirement that each property be inspected once in every 10-year cycle. The bulk of these inspections are being conducted by retired Ipswich Assessor, Frank Ragonese. The Board is grateful for his assistance in helping the department to continue to meet this requirement. Inspections of properties that have recently sold or have been affected by building permits continue to be conducted by Kristin Hanlon, Director of Assessment.

The Board of Assessors would like to thank Kristin Hanlon, Director of Assessment, and Jan Silva, Assessing Clerk, for their assistance in our ongoing efforts to maintain fair and equitable assessments. The Board members and office staff also appreciate the help and support received from other town departments and all the townspeople.

Respectfully submitted,

David F. Benson, Chairman  
Diana Headrick  
Kerrie Myers

## TREASURER/COLLECTOR OF TAXES

To the Director of Municipal Finance, Town Administrator, Selectboard, Finance Committee and Residents of the Town of Boxford:

The Treasurer is required to issue an annual report to the town that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The **Report on Investments** provides that information for the \$14,642,667 held by the town on June 30, 2019. Comparative data is provided for the previous fiscal year, including a brief explanation of significant changes.

General Fund monies are all invested as provided by state statutes in checking or money market bank accounts and the state investment pool (MMDT). Trust Funds and Community Preservation Funds are on deposit in longer term, more diversified accounts invested in money markets, CDs, bonds and those equities on the Massachusetts Legal List for Public Investments.

OPEB funds are appropriated by Annual Town Meeting to reduce the town's Unfunded Actuarial Accrued Liability for employees' Other Post Retirement Benefits (OPEB). In FY 2019, \$350,000 was appropriated in the budget passed by Town Meeting. The fund balance of \$2,675,677 is on deposit in the State Retiree Benefits Trust Fund within the PRIT and managed by PRIM (Pension Reserves Investment Management Board). Reported earnings were \$143,245; the annualized rate of return for FY 2019 was 6.13%.

The town's General Fund cash balance of \$7.6M on 6/30/19 is \$560K less than at the end of the previous fiscal year due primarily to the transfer of \$475K to the Library Stabilization Fund. General Fund earnings of \$163K were 42% more than earnings in FY 2018. Interest rate increases accounted for a portion of the increase despite lower account balances. Active cash management moved funds more frequently to those institutions paying higher interest rates. At year end, 89% of invested general funds were earning in excess of 2% in secure, fully collateralized accounts.

Earnings exceeded those of the previous fiscal year for Trust and Community Preservation Funds. Market values of both accounts were greater than book values relative to comparable positions at the end of the previous fiscal year due mainly to the declining interest rate environment. Detailed account statements, reports and analyses are available for review in the Office of the Treasurer. Interim Investment reports will be provided as of 10/31/19 and 2/29/20.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2019.

**Report on Outstanding Debt** as of 6/30/19 is also included for your review.

Respectfully submitted,  
Ellen S. Guerin, Treasurer



**Town of Boxford**  
**Report on Investments**  
**Year Ended 6/30/19**

<u>Depository Institution</u>	<u>Purpose</u>	<u>Balance</u> <u>6/30/19</u>	<u>FY 2019</u> <u>Earnings</u>	<u>Rate of</u> <u>Return</u> <u>6/30/19</u>	<u>% of</u> <u>G/F Cash</u>	<u>Investment Policy Guideline/</u> <u>Collateralization</u>
<b>General Fund (Short Term):</b>						
Cash on Hand	Petty Cash/COA Advance Fund	\$ 2,525	\$ -	0.00%		Minimum required; properly secured
Institution for Savings	Depository	\$ 231,407	\$ 3,080	0.50%		FDIC and DIF
Institution for Savings	Money Market	\$ 5,208,379	\$ 51,301	2.12%	68.4%	FDIC and DIF
Institution for Savings	Escrow Checking	\$ 5,629	\$ 47	0.50%	0.1%	FDIC and DIF
Institution for Savings	School Lunch	\$ 13,473	\$ 181	0.50%	0.2%	FDIC and DIF
Institution for Savings	Student Activity--Cole	\$ 24,235	\$ 63	0.25%	0.3%	FDIC and DIF
Institution for Savings	Student Activity-Spoofford Pond	\$ 8,156	\$ 25	0.25%	0.1%	FDIC and DIF
Unibank	State Aid/Grant Receipts	\$ 247,618	\$ 3,477	0.80%	3.3%	FDIC and DIF
Unibank	On-line Tax Collections	\$ 15,614	\$ 595	0.40%	0.2%	FDIC and DIF
Unibank	Fire Department	\$ 4,301	\$ 40	0.40%	0.1%	FDIC and DIF
Unibank	Town Clerk	\$ 6,786	\$ 27	0.40%	0.1%	FDIC and DIF
Unibank	Donations	\$ 177	\$ 0	0.37%	0.0%	FDIC and DIF
Century Bank	Municipal Money Market	\$ 114,544	\$ 1,606	1.51%	1.5%	FDIC
Century Bank	Tax Payment Lockbox	\$ 35,706	\$ 334	0.05%	0.5%	FDIC
East Boston Savings Bank	Money Market	\$ 520,707	\$ 11,238	2.30%	6.8%	FDIC and DIF
Mass Municipl Depository Trust	State Investment Pool	\$ 167,407	\$ 71,447	2.55%	2.2%	G.L. Ch. 29, Sec. 38A
Peoples United Bank	Municipal Money Market	\$ 220,523	\$ 5,600	2.40%	2.9%	FDIC
Eastern Bank	Municipal Money Market	\$ 123,535	\$ 3,378	0.75%	1.6%	FDIC
First Ipswich Bank	Municipal Money Market	\$ 456,594	\$ 6,594	2.50%	6.0%	FDIC and Irrevocable Letter of Credit
Needham Bank	Municipal Money Market	\$ 203,582	\$ 3,582	2.28%	2.7%	FDIC
Commonwealth Financial	Certificates of Deposit/MM	\$ 2,457	\$ 55	2.05%	0.0%	FDIC & SIPIIC ins. @ various banks
<b>Total General Fund</b>		<b>\$ 7,613,355</b>	<b>\$ 162,671</b>		<b>100%</b>	
<b>Trust Funds (Long Term):</b>						
Commonwealth Financial	Trust Funds	\$ 1,728,144	\$ 34,567	1.86%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	\$ 2,594,088	\$ 65,143	2.00%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	\$ 2,675,677	\$ 143,245	6.13%		G.L. Ch. 32, Sec. 23(2A)
<b>Developer's Performance Bonds:</b>						
TD Bank	Reddington Ridge	\$ 27,982	\$ 13	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	\$ 3,420	\$ 26	0.75%		G.L. Ch. 41, Sec. 81U
<b>Total Cash</b>		<b>\$ 14,642,667</b>	<b>\$ 405,663</b>			

**Town of Boxford**  
**Changes in Cash and Earnings**  
**FY 2018 - 2019**

	<u>Fiscal Year Ended 6/30/18</u>		<u>Fiscal Year Ended 6/30/19</u>	
	<u>Cash Balance</u>	<u>Earnings</u>	<u>Cash Balance</u>	<u>Earnings</u>
General Fund	\$ 8,173,563	\$ 114,508	\$ 7,613,356	\$ 162,671
Community Preservation Fund	\$ 2,612,012	\$ 53,632	\$ 2,594,088	\$ 65,143
Trust Funds	\$ 1,264,956	\$ 24,999	\$ 1,728,144	\$ 34,567
OPEB Trust Fund	\$ 2,182,433	\$ 173,023	\$ 2,675,677	\$ 143,244
Performance Bonds	\$ 31,363	\$ 36	\$ 31,402	\$ 38
<b>Totals</b>	<b>\$ 14,264,327</b>	<b>\$ 366,198</b>	<b>\$ 14,642,667</b>	<b>\$ 405,663</b>

**Analysis of significant changes in cash balances and earnings:**

- The decrease of \$560K in G/F Cash balance due to transfer of \$475K to Library Stabilization and spend down of borrowing for Spofford Pond School Roof & Window Project.
- 42% increase in G/F earnings due to slightly increased interest rates and vigilance in movement and maintenance of fund balances in higher yielding accounts.
- C.P. Fund balance stable as annual revenues were spent on debt service (\$518K), Boxford Common project (\$230K) and Spofford Pond School playground (\$200K).
- 21% increase in C.P. earnings due primarily to higher average invested balances and slightly higher yields.
- Increase in Trust Fund balance primarily due to transfer of \$475K into Library Stabilization Fund.
- 38% increase in Trust Fund earnings due to higher invested fund balance and slightly increased account yield.
- OPEB Investments managed by Massachusetts PRIM Board; FY2019 contribution: \$350,000; annual return was 6.13%.

	<u>Book Value</u>		<u>Market Value</u>		<u>inc./dec.]</u>	<u>% inc./dec]</u>
Community Pres Fund 6-30-18	\$ 2,612,012	\$ 2,629,335	\$	17,323	0.7%	
Community Pres Fund 6-30-19	\$ 2,594,088	\$ 2,695,158	\$	101,070	3.9%	
Trust Funds 6-30-18	\$ 1,264,956	\$ 1,265,173	\$	217	0.0%	
Trust Funds 6-30-19	\$ 1,728,144	\$ 1,788,182	\$	60,038	3.5%	

The market values of the Trust Fund and Community Preservation Fund accounts on 6/30/19 were 3.5% - 3.9% higher than book values due primarily to the declining interest rate environment.  
The yields on the bonds in the portfolios were higher than those on bonds currently being issued, which increased the market values of the bonds.

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES**  
**REPORT OF OUTSTANDING DEBT**  
**FISCAL YEAR 2019, ENDED JUNE 30, 2019**

Outstanding debts as of June 30, 2019 were as follows:

<u>Purpose</u>	<u>Principal Balance June 30, 2019</u>	<u>Rate of interest payable through remaining term</u>	<u>Year of Issue</u>	<u>Year Callable</u>	<u>Year of Maturity</u>
<b>Short-term (Bond Anticipation Notes)</b>					
Boxford Common Athletic Fields	\$ 1,150,000	2.50%	2019	N/A	2019
Spofford Pond School Roof & Windows	\$ 2,375,000	2.50%	2019	N/A	2019
<b>Total Outstanding Principal--B.A.N.s</b>	<b>\$ 3,525,000</b>				
<b>Long-term (Bonds):</b>					
Police Station Construction	\$ 285,000	3%	2012	N/A	2020
Mass Clean Water Trust Title V Repair Loans	5,442	0%	2001	N/A	2021
Municipal Purpose Loan # 1 (see below)	1,440,000	2.00% - 3.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	1,395,000	4.00% - 4.125%	2008	2018	2027
Municipal Purpose Loan # 3 (see below)	690,000	2.00% - 4.00%	2015	N/A	2025
Municipal Purpose Loan # 4 (see below)	920,000	2.00% - 2.25%	2012	2023	2027
<b>Total Outstanding Principal--Bonds</b>	<b>\$ 4,735,442</b>				
<b>Municipal Purpose Loan # 1</b>					
Town Hall Construction	\$ 810,000				
Wunnegan Land Acquisition	595,000				
Spofford Road Drainage	35,000				
<b>Total Loan # 1</b>	<b>1,440,000</b>				
<b>Municipal Purpose Loan # 2</b>					
Haynes Land Acquisition	\$ 800,000				
Lincoln Hall Renovation	280,000				
Anvil Farm Land Acquisition	315,000				
<b>Total Loan # 2</b>	<b>\$ 1,395,000</b>				
<b>Municipal Purpose Loan # 3</b>					
Nason Land Acquisition	\$ 60,200				
Library Design	0				
Fire Station Tight Tanks and Drains	71,400				
Aaron Wood School Rehabilitation	558,400				
<b>Total Loan # 3</b>	<b>\$ 690,000</b>				
<b>Municipal Purpose Loan # 4</b>					
Fire Truck	\$ 280,000				
Sp. School Water System	255,000				
Sp. School HVAC System	205,000				
DPW Dump Truck	80,000				
Colby Land Acquisition	100,000				
<b>Total Loan # 4</b>	<b>\$ 920,000</b>				



**TOWN OF BOXFORD**  
**TRUST, GIFT AND RESTRICTED FUNDS**  
Fiscal Year Ended 6/30/19

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2018	FY 2019 RECEIPTS	FY 2019 PAYMENTS	FY 2019 INTEREST	G/L BALANCE 6/30/2019
<b>RESTRICTED FUNDS:</b>							
8078	Arts Cultural Council	Arts Council	\$ 6,753.04	\$ 4,700.00	\$ 4,755.62	\$ 120.59	\$ 6,818.01
8079	Unemployment Fund	Selectmen	\$ 37,090.04			\$ 760.72	\$ 37,850.76
2020	S.P.E.D. Stabilization Fund	Town Meeting	\$ 147,918.52			\$ 3,033.94	\$ 150,952.46
8083	Stabilization Fund	Town Meeting	\$ 825,576.06			\$ 16,933.27	\$ 842,509.33
8084	Conservation Fund	Conservation Comm	\$ 5,279.06		\$ 2,400.00	\$ 96.37	\$ 2,975.43
8085	Insurance Fund	Commission	\$ 52,856.96		\$ 2,500.00	\$ 1,049.96	\$ 51,406.92
8096	Library Stabilization Fund	Town Meeting	\$ -	\$ 475,000.00		\$ 9,324.29	\$ 484,324.29
<b>ConsCom Development Deposits :</b>							
2301	Walker DEP # 114-762	Conservation Comm	\$ 2,231.89			\$ 45.77	\$ 2,277.66
2302	M. Hill DEP # 114-750	Conservation Comm	\$ 1,062.05			\$ 21.80	\$ 1,083.85
2306	Wildmeadow DEP # 114-1037	Conservation Comm	\$ 165.31			\$ 3.41	\$ 168.72
2315	Pine Ridge: Construction	Conservation Comm	\$ 1,723.18			\$ 35.33	\$ 1,758.51
2317	599 Main Street	Conservation Comm	\$ 11.21			\$ 0.24	\$ 11.45
<b>Consultants' Fees: Planning Board</b>							
2200	Consultants: Village Estates	Planning Board	\$ 272.42			\$ 5.61	\$ 278.03
2202	Consultants: Aldershot Estate	Planning Board	\$ 2,747.03			\$ 56.35	\$ 2,803.38
2203	Consultants: Lauren Woods	Planning Board	\$ 6,768.51			\$ 138.82	\$ 6,907.33
2204	Consultants: Johnsons Pond	Planning Board	\$ 101.91			\$ 2.10	\$ 104.01
2205	Consultants: Spofford Road	Planning Board	\$ 350.28			\$ 7.19	\$ 357.47
2212	Consultants: Weathered Walls	Planning Board	\$ 38.12			\$ 0.80	\$ 38.92
2308	Consultants: Willowdale/Decoulos Parcel A	Planning Board	\$ 733.13			\$ 15.06	\$ 748.19
2213	Consultants: Budnick Development	Planning Board	\$ 1,380.18			\$ 28.30	\$ 1,408.48
	<b>Restricted Funds Sub-Total</b>		<b>\$ 1,093,058.90</b>	<b>\$ 479,700.00</b>	<b>\$ 9,655.62</b>	<b>\$ 31,679.92</b>	<b>\$ 1,594,783.20</b>
<b>TRUST FUNDS:</b>							
8214	Emma S. Cote Library Fund--Expendable	Library	\$ 78.68			\$ 22.13	\$ 100.81
8219	Emma S. Cote Library Fund--Non-Expend	Library	\$ 1,000.00			\$ -	\$ 1,000.00
8231	Barker Trust Fund	Elementary School	\$ 52,916.96	\$ 12,000.00	\$ 53,617.50	\$ 344.83	\$ 11,644.29
8401	Town School Fund--Non-Expendable	Commission	\$ 4,000.00			\$ -	\$ 4,000.00
8422	Town School Fund--Expendable	Commission	\$ 9,344.20			\$ 273.72	\$ 9,617.92
8423	Tri-Centennial Memorial Park Fund	Commission	\$ 16,428.25	\$ 180.00		\$ 339.41	\$ 16,947.66
8424	Michelle Wilson Fund--Expendable	Commission	\$ 8,952.49			\$ 183.65	\$ 9,136.14
8425	COA Memorial Van Fund	Commission	\$ 17,477.42			\$ 358.47	\$ 17,835.89
	<b>Trust Funds Sub-total</b>		<b>\$ 110,198.00</b>	<b>\$ 12,180.00</b>	<b>\$ 53,617.50</b>	<b>\$ 1,522.21</b>	<b>\$ 70,282.71</b>
<b>PRIVATE PURPOSE FUNDS</b>							
8221	Scholarship Fund	Scholarship Comm.	\$ 45.41			\$ 0.92	\$ 46.33
8222	Education Fund	Scholarship Comm.	\$ 1,973.35			\$ 40.46	\$ 2,013.81
8224	Matthew E. Smith Memorial Scholarship	Commission	\$ -	\$ 4,561.20		\$ 0.78	\$ 4,561.98
8232	Griffin Fund--Expendable	Elementary School	\$ 62.01		\$ 150.00	\$ 154.88	\$ 66.89
8233	Griffin Fund--Non-Expendable	Elementary School	\$ 7,500.00			\$ -	\$ 7,500.00
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	\$ 5,000.00			\$ -	\$ 5,000.00
8411	Boxford Visiting Nurse Fund	Commission	\$ 15,759.27			\$ 323.23	\$ 16,082.50
8412	Perley Parkhurst Cole Fund	Commission	\$ 20,182.64	\$ 14,969.50	\$ 19,301.00	\$ 447.29	\$ 16,298.43
8413	Sarah Perley Trust Fund--Expendable	Commission	\$ 6,171.41			\$ 229.13	\$ 6,400.54
8414	Curtis Killam Burial Fund	Commission	\$ 5,004.88			\$ 102.58	\$ 5,107.46
	<b>Private Purpose Funds Sub-total</b>		<b>\$ 61,698.97</b>	<b>\$ 19,530.70</b>	<b>\$ 19,451.00</b>	<b>\$ 1,299.27</b>	<b>\$ 63,077.94</b>
	<b>TOTAL FUNDS</b>		<b>\$ 1,264,955.87</b>	<b>\$ 511,410.70</b>	<b>\$ 82,724.12</b>	<b>\$ 34,501.40</b>	<b>\$ 1,728,143.85</b>



## BOARD OF COMMISSIONERS OF TRUST FUNDS

The Board of Commissioners of Trust Funds consists of three commissioners who meet, as needed, to review requests for grants and scholarships from several trust funds. Beginning in the 2019 award period, the Commissioners of Trust Funds increased the individual scholarships awarded from \$1,500 to \$2,000 each.

While there are several funds under the purview of the Board of Commissioners of Trust Funds, the most active fund is the Perley Parkhurst Cole Memorial Trust Fund. Guidelines for applying are included with this report.

Additionally, a grant for park maintenance was awarded to Perkins Groundskeeping for the upkeep of Tricentennial Memorial Park. Tricentennial Memorial Park is located between the Police Station and Spofford Road. The entrance is from the front of the Police Station, at the front parking lot, where there is a plaque marking the entrance. A picnic table was installed, and the walking path was cleared of brush and debris. It's a lovely little park!

Scholarships, awards, and/or grants disbursed this past year totaled \$23,411.00, broken down as follows:

### **Fund 8412: Perley Parkhurst Cole Memorial Trust Fund**

#### **Scholarships/Grants Awarded in 2019:**

<b>Awarded To:</b>	<b>Scholarship/Award Amount:</b>
Masconomet Scholarship Foundation	\$3,000.00 (to be awarded as two \$1,500 scholarships)
Andraya Ferraro	\$2,000.00
Michaela Ferraro	\$2,000.00
Aidan Fowler	\$2,000.00
Conor Fowler	\$2,000.00
Matthew Gronberg	\$2,000.00
Grace Kelly	\$2,000.00
Nora Elizabeth Kelly	\$2,000.00
Friends of the Little Red Schoolhouse c/o Cheryl Mallory	\$1,111.00
Boxford Boy Scout Troop 51 c/o Frank Quackenbush, Assistant Scout Master	\$1,190.00

David A. Gaudin	\$2,000.00
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**Fund 8412:**

**Perley Parkhurst Cole Memorial Trust Fund**

<b>Total Expended:</b>	<b>\$21,301.00</b>
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**Fund 8423: Tricentennial Memorial Park Trust Fund**

**Grants Awarded in 2019:**

**Awarded To:**

**Award Amount:**

Perkins Groundskeeping	\$2,110.00
Maintenance of Tricentennial Memorial Park	

**Fund 8423:**

**Tricentennial Memorial Park Trust Fund**

<b>Total Expended:</b>	<b>\$2,110.00</b>
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Respectfully submitted,

Bankson C. Riter, Chair  
Judith A. Stickney, Clerk  
Kathleen Zolla

## GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

### GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
  - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
  - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
  - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
  - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton, which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may not be spent on adults at any time.
3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through March 2nd of the award year. The Commissioners of Trust Funds will conduct interviews as necessary through March 30, and will notify all applicants of their award status in late March and April. **Please Note: All interested applicants who are currently seniors at Masconomet should apply through the Masconomet Regional Scholarship Fund – the deadline for Masconomet Scholarship consideration is March 2, 2020. (See Page 2)**

Requests received after February 27, 2020 will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, March 2nd.
4. Any request, which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.

5. All requests for funds, as well as any questions, should be directed to:

**PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND**

**Commissioner of Trust Funds**

**Boxford Town Hall**

**7A Spofford Road**

**Boxford, MA 01921**

**(978) 887-6000 ext. 202**

**GUIDELINES FOR INDIVIDUALS**

1. The sum of \$3,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

- \$1,500.00 scholarships distributed to (2) students

Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.

Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship for one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley Parkhurst Cole Memorial Trust Fund.

Masconomet scholarships are to be distributed based on need and academic performance.

**All applicants who are high school seniors at Masconomet must apply by March 2, 2020 directly to:**

**MASCONOMET SCHOLARSHIP FUND**

**Masconomet Regional District High School**

**RFD**

**Topsfield, MA 01983**

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford high school graduates entering or currently enrolled in college, junior college, post-graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years)
- Breakdown of your costs for the school year



- Breakdown of your income toward college costs
- List of activities, within the Town of Boxford or at your school, which you have been involved in.

The Perley Parkhurst Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

## **GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS**

1. Scout Troops are requested to provide the following information:
  - Leader's name, address and telephone number
  - Number of Scouts in troop
  - Number of non-Boxford resident scouts
  - Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Bankson C. Riter, Chair  
Commissioner of Trust Funds  
Town of Boxford



# Public Safety

- Communications
- Police
- Fire
- Animal Control





## COMMUNICATIONS DEPARTMENT

The Communications Department serves the residents of Boxford as the 911 and Public Safety Communications Center handling emergency and non-emergency phone calls and radio communications for the Town of Boxford Public Safety Departments. The Department is staffed 24 hours a day, 365 days a year by professional Dispatchers. The Department answers all calls for the Police Department and Animal Control Officer as well as calls for the Fire Department and Highway Department (unless the call is made directly to those department offices).

### **911:**

In September 2018 the Boxford Communications Department started receiving **WIRELESS DIRECT 911** Calls. This means that if a 911 call is made from a cell phone and can be located thru the cellular data system at an address within the Town of Boxford the call will be routed to Boxford first as opposed to one of 3 State wireless call centers first. This will save time on emergency responses and eliminate the need to for a wireless center to secondarily transfer the 911 call to Boxford. As of February 2019, most communities within the Commonwealth have adopted Wireless Direct.

TEXT TO 911 has been available throughout the Commonwealth since December 14, 2018.

When a citizen sends a text message to 9-1-1, it will be routed to an emergency call center based on the location information provided by the carrier. Currently the location information received from the cell carrier may not be as precise as a voice call to 911. For this reason, when a citizen sends a Text-to-9-1-1, they should **make every effort to text the town name, address or location that they are located in.**

**When Should I Use Text-to-911?** Texting should only be used during an emergency when you are unable to make a voice call to 911. Making a voice call is the most efficient way to get access to emergency services. Text-to-911 will be useful for citizens who are deaf, hard of hearing, or speech impaired. Text-to-911 eliminates the need to use ancillary Teletypewriter (TTY) equipment, or third-party services to access 911.

**How Do I Reach Text-to-911?** When using a texting app on a device, type the numbers “911” into the “To” or “Recipient” field.

You must have a text or data plan on your mobile device to Text-to-9-1-1 and you should **avoid sending:**

- multi-media such as pictures, videos and emoticons;
- a message to more than one person as a recipient;
- messages exceeding the 160-character limit, as the messages will be broken and may be delivered out of order.

**What Information Should I Give Text-to-911?** You should make every effort to text the following:

- location including the address/location and town name;
- what is happening (nature of the incident);

- any additional details about the location you can provide such as landmarks, cross streets, nearby business names, apartment number, floor, room or suite numbers, or any details that may be helpful in locating you.

Why Didn't My Text Go Through? Messages sent to Text-to-911 may not be received. If you attempt to send a Text-to-911 where the service is not available, wireless carriers provide an automatic "bounce-back" message. Bounce-back messages are intended to minimize the risk that you mistakenly believe that your text was sent and received by an emergency call center. As part of the bounce-back message, you will be advised to contact emergency services by another means.

Text-to-911 is currently available throughout the Commonwealth. However, across the country, Text-to-911 may only be in certain locations. Whenever possible, you should always make a voice call to 911 during an emergency.

**Remember, 911 should only be used for an emergency situation. An emergency is any situation where your call would “SAVE A LIFE, STOP A CRIME, REPORT A FIRE” or for testing purposes as described above.**

For more information on the 911 system in Massachusetts please visit the State 911 Department website at <https://www.mass.gov/orgs/state-911-department>.

#### **Equipment Replacement/Upgrades:**

We have an ongoing mobile and portable radio replacement program for the Police Department, Fire Department and Department of Public Works where a percentage of units are replaced annually. This allows for every radio to be replaced on a rotating cycle within a period of 10 to 15 years. Additionally, this year, Town Meeting approved the replacement of the Police and Fire Receiver's located at the West Fire Station.

#### **Training:**

All Dispatchers are required to complete a minimum of 16 hours of continuing education during each fiscal year as per State requirements which include, but are not limited to, training in Emergency Medical Dispatch (EMD) and CPR. We are also members of the Massachusetts Communications Supervisors Association (MCSA) and benefit greatly from Trainings and shared experiences of Dispatchers from across the state at monthly meetings.

#### **Emergency Notification System:**

Since January 2007 we have been using an internet-based Emergency Notification System for urgent or time sensitive relaying of messages to the Citizens of Boxford. Our current vendor is Emergency Communications Network (which is now known as OnSolve) which operates the “Code Red” alert system. **If you wish to add your home or cell phone number(s) or email address(es)** please fill out the “Town Telephone Notification System” form available on the Town website or you can pick a form at the Communications Center located in the Police Station at 285 Ipswich Rd. or at Town Hall. Notifications can be done via Phone/Voice, Email and Text. In 2019 we used this system 9 times (down from 34 times last year) to send out emergency or area specific messages. Most of this reduction in usage is do to fewer emergency storm events this past year.

#### **Power Outages:**



If you should lose power to your residence it is extremely important to notify National Grid at either **1-800-322-3223** or **1-800-465-1212**, as they prioritize their response based on the number of power outage calls received from the residents in a community. **Please keep these numbers in a handy location. You can also download the National Grid app on your smart device from which you can report and view outages.**

#### **House Numbers:**

Please **POST YOUR HOUSE NUMBER** in a manner that is visible day or night to any responding emergency units regardless of what direction they may be coming from. **This is vitally important to your safety and the safety of everyone in your house. Please choose LARGE, reflective numbers.**

#### **Alarm Systems:**

If you have a home alarm system I would encourage you to provide the Communications Department with a list of contact #'s in the event that we need to reach you regarding any emergency situation that may arise at your home. Alarm update forms can be picked up at the Communications Center on any day of the week at any time. Information provided is used solely by the Communications Department in assisting the Police, Fire and other Public Safety agencies in town during emergencies.

#### **False Alarm Fines:**

Please be aware that there is a fine of \$50 for each false alarm other than those caused by faulty telephone service, electrical storms or the town's main monitoring console. New alarm systems and new residents are allowed a two month grace period during which a penalty fine will not be assessed. This fine applies to all alarms regardless of how they come into the Communications Center.

I would like to thank **all** the Town Departments and their employees for their assistance and cooperation throughout the year, it is a pleasure to work with professional and dedicated public servants as we serve the residents of Boxford.

I am proud of the work performed on a daily basis by the dedicated Communications Dispatchers who serve the residents of Boxford. In February we said goodbye to Tim Gorman and wish him well in his future endeavors. In June we welcomed two new Dispatchers, Brady Quinn and Henry Bilodeau. Both completed their training in October.

The following Dispatchers were employed during the year and are listed alphabetically below along with their date of hire: Henry Bilodeau (2019), Tyler Dechene (1999), Peg Decoteau (2004), Ron Dole (1998), Jim Fernandes (2005), Kara Fitzpatrick (1996), Tim Gorman (2018), Tammy Polonsky (2017), Lorelee Pomilla (2015), Brady Quinn (2019) and Kathleen Zolla (1988).

Statistics for the year are shown on the charts on the next page.

Respectfully submitted by  
Warren Gould (1986)  
Director of Communications

## 2019 Communications Department Statistics

### Telephone Calls (Incoming/Outgoing)

Type of Call		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Animal Control	IN	61	70	44	90	73	88	89	78	66	72	54	64	849
	OUT	35	41	30	67	50	58	58	46	50	50	26	33	544
Ambulance	IN	7	4	2	2	5	4	4	4	9	0	6	9	56
	OUT	57	49	35	44	47	54	44	32	34	47	33	61	537
Communication	IN	152	98	113	135	122	157	266	308	205	314	242	190	2302
	OUT	11	6	12	12	16	21	12	18	23	37	36	31	235
DPW	IN	13	13	24	18	5	11	10	10	9	18	11	19	161
	OUT	36	34	30	34	13	23	36	19	14	21	21	35	316
Fire	IN	176	116	185	447	166	132	118	110	109	133	89	115	1896
	OUT	33	15	25	36	30	29	39	18	8	18	22	20	293
Alarm Panel	KEL	43	50	57	102	63	69	105	60	169	225	194	307	1444
Police	IN	814	797	787	781	868	846	770	702	749	809	715	807	9445
	OUT	97	94	72	100	92	109	106	83	81	118	78	95	1125
Wrecker	IN	3	1	0	3	0	1	1	3	6	2	3	4	27
	OUT	22	10	6	17	10	17	10	10	12	19	12	25	170
Walk-in	IN	346	281	349	386	420	401	352	357	343	416	279	265	4195
<b>TOTAL 2019</b>		1906	1679	1771	2274	1980	2020	2020	1858	1887	2299	1821	2080	23595
TOTAL 2018		1885	1603	3216	2466	2194	2052	2063	1990	2031	2015	1884	1634	25033
TOTAL 2017		2161	2080	2934	2846	2104	2587	2295	2347	2250	2962	2217	1990	28773
TOTAL 2016		2043	2098	2298	2740	2345	2438	2433	2361	2148	2111	1947	2088	27050
TOTAL 2015		1936	1902	1788	3136	2398	2121	2044	2067	1927	1968	1971	2264	25522
TOTAL 2014		2650	1974	1944	2094	2246	2425	2396	2168	1969	2249	1749	1717	25581
TOTAL 2013		2236	2108	2231	3665	2301	2066	2495	2424	2297	2187	2228	2338	28576

### Radio Transmissions by month (all Departments)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>2019</b>	3425	2988	2865	3266	3417	3283	3270	3582	3288	3571	3133	4062	40150
2018	3460	2694	3750	2999	3634	3443	3846	3045	3198	3248	3374	3896	40587
2017	3010	2715	3247	3201	3451	3979	3376	3798	3150	4074	3221	3283	40505
2016	2643	2696	2803	3155	2657	2988	3216	3189	2978	3237	3240	3156	35958
2015	3033	2757	2726	3015	3325	3205	3266	3143	2924	3095	2875	2988	36352
2014	3269	2908	3027	3080	3233	3053	3781	3215	3421	3117	2913	2625	37642
2013	3439	2900	3335	3403	3492	3031	3281	3260	3331	3467	3419	3320	39678



## **BOXFORD POLICE DEPARTMENT**

The Boxford Police Department continued its goal of proactive traffic enforcement in 2019. The police department conducted 4000 motor vehicle stops in 2019, an increase in motor vehicle stops over 2018 by 765 stops. The Boxford Police Department Commercial Vehicle Enforcement Team was out on a regular basis during the warmer months of the year. The 'team' performed 359 commercial vehicle stops.

The Police Department continued its strong relationship with Masconomet Regional Middle/High Schools. We held our fourth annual Active Shooter Training at Masconomet Regional High School in April of 2019. This training consisted of the Boxford, Topsfield, and Middleton Police and Fire Departments, State Police A-Troop Patrols, and Essex County Sheriff's Department. We also conducted a K-9 Security Search in March of 2019.

The start of the 2019/2020 school year saw Sergeant Fitzpatrick and Officer Brian Church take over the role of School Resource Officer for the school district. Masconomet has had a school resource officer on campus daily since the start of the 2019/2020 school year and a Boxford Police Officer was present at Masconomet 149 days of the 2018/2019 school year with the other 31 days filled by Officer Pickering from the Topsfield Police Department.

We continue our lock down and evacuation drills at both elementary schools and continue training for faculty and staff following the A.L.I.C.E. model.

The Boxford DARE program for the 2019/2020 was taken over by Officer Broughton. Officer Broughton graduated from the DARE Certification Program in December of 2019 and she will be starting her first DARE class in the spring of 2020.

It has been a concern for generations of first responders that the Route 95 corridor in our area does not have type of guardrail system preventing vehicles from crossing the median into oncoming traffic. In the spring of 2019 state and local public safety officials met at the Boxford Police Station to discuss safety concerns in our area. Following this meeting, with the assistance of the Boxford Board of Selectmen and Senator Bruce Tarr over three million dollars was allocated to install a high tension cable rail system from the Fuller Lane bridge at mile marker 7285 and continuing north to mile marker 86.8 in Newburyport. The construction of this guardrail is scheduled to start in the summer of 2020.

I would like to take a moment to thank the Boxford Board of Selectmen for approving a long held department goal of allowing police details for community events to be paid out of the Police Department Budget. It has long been my belief that the Boxford Police Department should support and encourage all types of school and community events that benefit the Town easing the financial burden on the organizers of such events.

Chief James B. Riter

# Boxford Police Department Incidents by Type

Printed: 1/30/2020 2:24 pm

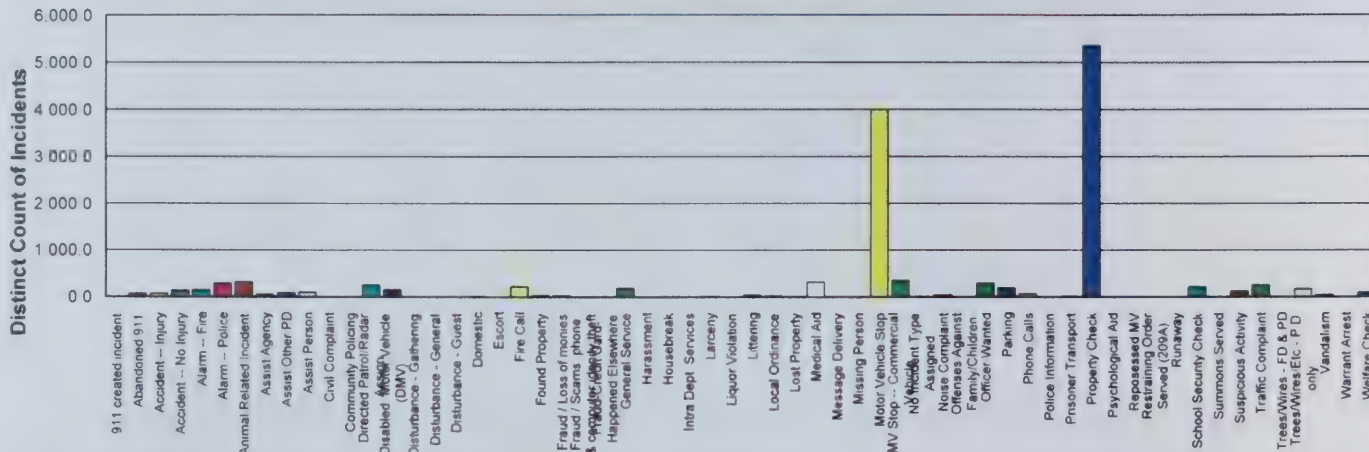
From Date:01/01/2019 to:12/31/2019

Jurisdiction: Boxford

Department: Police Department

## Distinct Count of Incidents by Type

For Department: Police Department



911 created incident :	2
Abandoned 911 :	69
Accident -- Injury :	70
Accident -- No Injury :	132
Alarm -- Fire :	147
Alarm -- Police :	301
Animal Related Incident :	322
Assist Agency :	50
Assist Other PD :	83
Assist Person :	101
Civil Complaint :	11
Community Policing :	2
Directed Patrol/Radar Assign :	254
Disabled Motor Vehicle (DMV) :	158
Disturbance - Gathering :	1
Disturbance - General :	8
Disturbance - Guest :	2
Domestic :	15
Escort :	2
Fire Call :	225
Found Property :	34
Fraud / Loss of monies :	31
Fraud / Scams, phone & computer identity theft :	12
Fraud-Credit Card- Happened Elsewhere :	1
General Service :	188
Harassment :	1
Housebreak :	1
Intra Dept. Services :	12
Larceny :	14

# Boxford Police Department

## Incidents by Type

Printed: 1/30/2020 2:24 pm

From Date:01/01/2019 to:12/31/2019

Jurisdiction: Boxford

Department: Police Department

Liquor Violation :	1
Littering :	40
Local Ordinance :	27
Lost Property :	18
Medical Aid :	324
Message Delivery :	1
Missing Person :	4
Motor Vehicle Stop :	4,000
MV Stop -- Commercial Vehicle :	359
No Incident Type Assigned :	15
Noise Complaint :	41
Offenses Against Family/Children :	1
Officer Wanted :	298
Parking :	195
Phone Calls :	70
Police Information :	6
Prisoner Transport :	15
Property Check :	5,353
Psychological Aid :	11
Reposessed MV :	1
Restraining Order Served (209A) :	3
Runaway :	1
School Security Check :	212
Summons Served :	10
Suspicious Activity :	118
Traffic Complaint :	251
Trees/Wires - FD & PD :	1
Trees/Wires/Etc.- P.D. only :	174
Vandalism :	43
Warrant Arrest :	1
Welfare Check :	91
Department: Police Department :	13,934
Jurisdiction: Boxford :	13,934
Total Incidents :	13,934



## **BOXFORD FIRE DEPARTMENT 2019**

### **BOXFORD FIRE DEPARTMENT PERSONNEL**

**Chief Brian Geiger**

#### **EAST OFFICERS**

Captain Holland, Peter  
Lieutenant Aghoian, Tamara  
Lieutenant Gould, Warren  
Lieutenant Philbin, John

#### **WEST OFFICERS**

Deputy Chief Michael Madden  
Captain Leary, John  
Lieutenant Bissell, Alfred

#### **CAREER FIREFIGHTERS**

Lieutenant Soltys, Michael  
Blake, David  
Brown, Tyler  
Colangelo, Kaitlyn

#### **EAST FIREFIGHTERS**

Burke, Carrie  
Cincotta, Colleen  
Dechene, Tyler  
Denomey, Matthew  
Dyer, Matthew  
Ferraro, Michael  
Foster, Kevin  
Francis, Ross  
Gallagher, Patrick  
Greelish, Daron  
Grossman, Paul  
Hanson, Thomas  
Howard, Peter  
Nee, Thomas  
Ralph, David  
Sternner, Robert  
Zipkin, Emily

#### **WEST FIREFIGHTERS**

Butler, Gail  
Clark, Mira  
Clark, Paul  
DeSantis, Salvatore  
Fitch, Ian  
Hassam, Hunter  
Hertel, Brian  
Kilmer, Jason  
Lilly, Hannah  
Lucius, Richard  
Madden, Ben  
Madden, Wendy  
Micalizzi, Anthony  
Owens, Richard  
Prescott-Hopping, Lynne  
Pyburn, Dennis  
Yako, Michael



## 2019 YEAR END CALL STATISTICS

TYPE OF ALARM		% OF ALARMS
STRUCTURE FIRES	2	0.2%
CHIMNEY FIRES	1	0.1%
BRUSH, GRASS, WOODS	6	0.7%
VEHICLE FIRE	6	0.7%
POWER LINE/ELECTRICAL	12	1.4%
MEDICAL AID	331	39.1%
VEHICLE ACCIDENT	133	15.7%
OTHER MEDICAL RELATED CALLS	14	1.7%
HAZARDS CONDITIONS	37	4.4%
ALARM ACTIVATION	210	24.8%
MISCELLANEOUS	94	11.1%
<b>TOTAL CALL VOLUME</b>	<b>846</b>	<b>100%</b>



- Fires "house, car, woods"
- Medical
- Vehicle Accidents
- Hazardous Condition
- Alarm Activation
- Miscellaneous

## **Fire Prevention**

This past year, the department conducted 728 inspectional services for safety and code enforcement inspections categorized as fire Prevention.

The Fire Prevention office is open Monday through Friday 7:00am to 5:00pm, however it is best to call in advance to schedule an appointment. The Fire Prevention office can assist you with questions regarding oil burner installations, propane storage, plan reviews, smoke/carbon monoxide detectors or any other general question you may have to enhance fire safety efforts. The Fire Prevention office also issues smoke/carbon monoxide detector certificates needed in the sale of any residential property. Certificates are issued by appointment only. If you have any questions, call 978-887-5725 and ask for Fire Prevention.

### **Number and Type of Inspections Performed:**

1. Oil Burner/Oil Tanks	53
2. Propane Tanks	76
3. Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	285

### **Number and Type of Field Inspections of Public And Commercial Buildings:**

75

### **Other Inspections and Safety:**

1. Safety, Tank Truck, Other.	92
2. Child Seat	36

### **Fees Collected:**

1. Burning Permits - 685 Permits	\$13,700
2. Smoke Detector Permits (New, Remodel, Resale)	\$8,025
3. Oil Burners, Propane, and Tanks,	6,675
4. Other Fees	\$525

<b>Total Fees Collected:</b>	<b>\$28,925</b>
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## **Grants**

In 2019, Firefighters Kaitlyn Colangelo and Tyler Brown researched and applied for a Student/Senior Awareness and Fire Education grant (S.A.F.E.). Through their efforts the department and the Town of Boxford were awarded a S.A.F.E grant from the Department of Fire Services totaling \$6,200.

The first part of the grant, \$3,800, was used to purchase supplies needed to teach elementary school-aged children about fire safety and prevention. The second part of the grant, \$2,400, will be used to educate the senior population on fire prevention programs and fund the purchase and installation of smoke and carbon monoxide detectors in senior homes. The Boxford Fire Department also works closely with the Council on Aging on making sure that seniors are aware of this program and participate.

## **Boxford Firefighters Gift Fund**

The Boxford Firefighters Gift Fund was the recipient of many memorial gifts throughout the years. These funds, along with other generous gifts donated throughout the year, allow us to purchase lifesaving medical and firefighting equipment not usually covered in our annual budget. Donations to the Boxford Firefighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the residents of Boxford.

## **Boxford Residents**

As always, the Boxford Fire Department is always looking for new members. If you are over the age of 18 and interested in joining the department, please contact Chief Geiger at 978-887-5725.

The Fire Department appreciates the support of all Citizens, Town Boards, Communications, Inspectional, Police and Department of Public Works. I especially want to thank the firefighters, and the officers of our department, for their endless dedication.

In conclusion, I would like to express my sincere gratitude and appreciation to the wives, husbands and families for their support and understanding throughout the year. Your support helps make the Boxford Fire Department one of the best fire department in the area. Many thanks!

Respectfully submitted,  
Brian Geiger, Chief

## ANIMAL CONTROL



# Education Reports

- Trustees of the Boxford Town Libraries
- Police
- Fire
- Animal Control



## **BOXFORD TOWN LIBRARY**

The Boxford Town Library is a resource for residents of all ages. The Library supports emergent and developing literacy; promotes lifelong learning; encourages all ages to engage in recreational reading; bridges the technology knowledge and access gap; and provides a space for the community to interact and exchange ideas.

The Boxford Town Library is governed by an elected board of seven trustees known as The Library Board of Trustees. The Library Board of Trustees is a town agency, established by vote of a special town meeting on December 17, 1965. It is governed by Massachusetts General Law Chapter 78 and other pertinent statutes. Staff and Trustees are committed to providing personal and professional attention to each person using library services.

### **Facilities and Operations**

In 2019, The Boxford Town Library continues to utilize the east and west wings of the first floor of Town Hall to its fullest potential. To provide the greatest extent of services and programming in the Town Hall / Library building, the Library utilizes both meeting rooms and the second-floor conference room. Even with the expanded space the Library is still unable to offer spaces for small group work and tutoring, art displays, adequate comfortable seating, dedicated PC's for children, and access to the entire collection for physical browsing by both children and adults.

Since the Library moved into Town Hall in March 2015, the Trustees have been engaged in finding a solution for the Library facility needs. Beginning in the Spring of 2016, the Library had been actively involved in the Municipal Facilities Feasibility Planning Taskforce efforts to develop a roadmap to guide the Town in the best use of existing buildings for use by the Town's services. As a result of the feedback from the January 2017 Open Forum, the taskforce narrowed its focus to the concept of renovating and expanding the existing Town Hall / Library facility at 7A Spofford Road. Continuing in 2018, the Library remained active in the planning and support of the One Town One Plan proposal for the Special Fall Town Meeting in October of 2018. Following the defeat of the One Town One Plan proposal, the Library Trustees began looking for potential solutions again. In June, the Library Trustees contracted with M.E.D. Design to develop a conceptual drawing to begin a conversation about a Library space reconfiguration within our existing footprint in Town Hall. The primary goal of the reconfiguration is to make the Library space more efficient and effective for providing library services. After meetings with our various stakeholders, a final concept was developed, and the project was formally introduced to the Permanent Building Committee. By year's end, the Permanent Building Committee voted to roll the Library Reconfiguration project into the Town Hall HVAC/Envelope repair project. The Permanent Building Committee and the Library Trustees are working collaboratively to present the combined project at the May 2020 Town Meeting.

The Library was in operation 6 days, and 50 hours a week. Being in the Town Hall building continues to be a positive experience for the Library with circulation and patron count numbers increasing each successive year. The meeting rooms in Town Hall are great spaces for library

programming. Following a vote of the Library Board of Trustees and approved by a majority vote at the May 2018 Annual Town Meeting, the buildings that housed the Boxford Town Library, at 10 Elm Street, are no longer in the care and custody of the Library Board of Trustees.

The Library still utilizes the Former West Library at 188 Washington Street, as a Book Storage Facility. With the limited space available in the Town Hall location for shelving the book collection, forty percent of the collection remains in storage in the former West Library. After the expansion and renovation, completed in December of 2016, the percentage of books in storage fell from 66% to just around 40% of the overall collection. The greatest increase in the browseable collection was seen in the Children's Collection, rising to 70% available in the main Library. Boxford residents and consortium patrons continued to access the stored materials through the requests process.

In December of 2019, the Library Director submitted an Action Plans to the Massachusetts Board of Library Commissioners indicating how the Library would be implementing more of the outcomes developed for the Long-Range Plan covering fiscal years 2019-2023. The Action Plans indicate how the Library would be working towards achieving the goals and objectives laid out in the Long-Rang Plan.

Throughout 2019, the Boxford Town Library was under the leadership of Kevin Bourque, Library Director, Josh Kennedy, Children's Librarian, Beth Safford, Head of Reference, and Robyn Luna, Head of Circulation. The library also had a full complement of paraprofessional staff, two Library Assistants for Circulation, Library Assistant for Administrative Services and two Part-time Library Assistants. With this full complement of staff, the Library is able to be open to the public 50 hours per week.

### **Library Services and Programs**

In 2019, the Boxford Library offered a variety of children's programs, implemented by Children's Librarian Josh Kennedy. These ranged from preschool storytimes and the monthly Lego building club for older children, to seasonal events such as the annual Halloween party, and the Spring Egg Hunt. The Friends of the Library generously supported these events.

The Library's annual Summer Reading program for Children featured the theme, "A Universe of Stories." There were 312 participants who earned free admission and ride passes to the Topsfield Fair, as well as free books, provided by the Friends of the Library, for meeting their reading goals in the summer. In addition, the Library hosted special summer youth events including, Robb Preskins' "Awesome Robb" Comedy Magic Show, Astronomy Viewing for Kids, Davis Bates "A Universe of Stories" Storytelling, Chemistry Program for Kids, Museum of Science "Rockets: There and Back Again," Animal World Experience 'Global Safari' Live Animal Show, "Up, Up and Away" Flight Science Workshop, and the Summer Reading party Featuring Keith Michael Johnson's "Science Isn't Always Pretty" Show," and Benson's Ice Cream.



Adult programs and events are planned and implemented by Head of Reference, Beth Safford, and complemented by offerings from volunteers and the Friends. The Cookbook Club continues to be a very popular adult program which meets at the Town Hall location in Meeting Room One on the second Friday of the month. Participants choose a recipe from the featured cookbook, prepare and bring it to the luncheon, where it is shared by all. The Poetry Circle continues to meet monthly on every third Tuesday. Wednesday Night, and Wednesday Morning Book Discussion Group remain popular.

The Library continued its commitment to technology for patron use. We expanded our collection of Playaway tablets, with more offerings for older children. The number of Kindle titles continues to grow on a quarterly basis. We added two Verizon Jetpack Wi-fi Hotspots that have become very popular. The Children's Room continues to benefit from the availability of three HP Chromebooks, generously funded by the Perley Scholarship Board. The Library continues to subscribe and has access to a variety of online electronic resources purchased locally and through membership in both Massachusetts Library System and Merrimac Valley Library Consortium. Locally, the Library renewed its subscriptions to 5 online resources including Ancestry.Com, and MorningStar

In the spring, the Friends sponsored the annual, "Books in Bloom," program engaging elementary school students in the creation of imaginative art projects to demonstrate their reading comprehension skills. The library was filled with wonderful examples of art, each telling a story about a favorite book.

In July, the Library concluded our STEM Grant Project entitled, Cultivating STEM Knowledge in Boxford. The grant was a Library Services and Technology Act (LSTA) Anytime STEM grant Federally funded by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners. The Library was awarded \$6167.00 to fund our Cultivating STEM Knowledge in Boxford project. The primary goal of the project was to enhance the Library's ability to support the STEM education efforts of the educators at Spofford Pond Elementary School and homeschooled students in grades three through six. The project launched in November 2018 and was finished in July 2019.

The Cultivating STEM Knowledge in Boxford project consisted of ten STEM programs with presenters ranging from well-known regional presenters including, the New England Aquarium, Museum of Science, Wingmasters, and Curious Creatures, to local presenters including, North Shore Amateur Astronomy Club, Dr Joyce Rains, STEM Educator at Spofford Pond Elementary School, and Dr Bob Spillman, Boxford resident and science enthusiast. Each month students in grades three through six had the opportunity to engage STEM concepts through a series of STEM Challenges including, building the tallest tower, decoding a code in binary, and using the internet to track weather patterns throughout the country,

The Library's resources have been enhanced through the STEM Grant funding. The Library has rejuvenated the Juvenile Non-fiction collection with the addition of a thousand dollars of new STEM content area books. The Launchpad, educational gaming tablets, collection was increased

by of seven STEM themed tablets. The Library's STEM manipulative resources previously consisting of Legos, now include Keva Planks, and Spheros Coding Robots.

In 2019, and over the next 5-10 years, we look forward to even greater stability and an expanded program of service, resulting from, a more efficient and effective reconfiguration of the space encompassing the first floor of Town Hall, a consistent schedule, open 4 nights with hours on Fridays and Saturdays, and a full complement of staff.

The Library could not offer its range of programming and services without the dedication of staff, Trustees, Friends of the Boxford Town Library, the Boxford Cultural Council, Barbara Perley Scholarship Fund, and members of the Boxford community. Many thanks to all!

### **Statistical Summary\***

39,188 digital and print holdings

52,814 items borrowed

23,330 items downloaded / streamed from MVLC Electronic Collections

24,108 visits to the Library

33,808 visits to the Library Website: [www.boxfordlibrary.org](http://www.boxfordlibrary.org)

6,830 registered borrowers

116 children's programs; 1905 attendance

312 children participated in the Summer Reading Program

68 adult programs; 643 attendance

50 hours open on average per week

227 user sessions on public Internet computers

215 members of the Friends of the Boxford Town Library

Submitted by,

Kevin J. Bourque, Library Director

Library Trustees:

Jeanette Glesmann, Chair, Jayne Smallman, Vice-Chair, Carole Davis, Stephen Harvey, Elizabeth Mullard, John Paul Ryan, and Antigoni Woodland.

\*Statistics as reported in the FY 19 Annual Report Information Survey prepared for the MBLC

# **BOXFORD ELEMENTARY SCHOOL COMMITTEE**

## **COMMITTEE GOALS 2018-2021 (*ADOPTED 2018*)**

- The School Committee will strengthen our partnership with the Boxford community by articulating our mission and vision in order to continually improve the educational experience of our students.
- The School Committee will exercise fiduciary responsibility while enhancing our educational programs and facilities and communicating future capital needs.
- The School Committee will focus on the development of the non-cognitive skills our students will need to be successful in the 21st century. We will prioritize social and emotional learning, including resilience, empathy, social intelligence and self-awareness. Through our actions, words, and financial decisions, we will support our administration, teachers, and staff in leading and innovating.
- The School Committee will communicate its goals and activities through a variety of channels to raise community awareness of what is happening in our schools.

## **COMMITTEE OPERATION**

The Boxford School Committee typically meets on the second and fourth Thursdays of the month at 7:00 PM at the Harry Lee Cole Elementary School. All meetings are posted at Boxford Town Hall and are open to the public as described in the Commonwealth of Massachusetts' Open Meeting Law. Individuals and groups wishing to address the School Committee at a meeting may do so as part of the agenda under "Remarks from the Public" or by contacting the chairperson in advance. The Boxford School Committee also meets jointly with the Middleton and Topsfield School Committees as part of the Tri-Town School Union, approximately every other month.

The School Committee has all the powers conferred to it by state law and must perform those duties mandated by the state. Its responsibilities are varied but relate primarily to policy determination. Some of the duties of the School Committee include:

- Employment of the Superintendent of Schools
- Preparation of an annual budget
- Program evaluations
- Approval of curriculum and materials
- Planning school services
- Collective bargaining
- Public relations

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not wish to operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, faculty, staff, parents/guardians, School Councils, and the community, including the Parent Teacher Organization (PTO), Boxford Elementary Schools Trust (BEST), and the Special Education Parent Advisory Council (SEPAC). We are committed to working closely with other town boards and committees including the Selectboard and the Finance Committee.



Registered voters from the Town of Boxford are encouraged to run for a position on the School Committee. One or two seats are up for election each spring. Individuals wishing to obtain more information about the work of the School Committee may contact the chairperson or superintendent. Additional information about the committee and its operation as well as the Cole and Spofford Pond Schools can be found at [www.tritownschoolunion.com](http://www.tritownschoolunion.com).

#### **SCHOOL MANAGEMENT**

Interim Principal Ms. Betsy Boulanger (Harry Lee Cole School) and Principal Dr. Kathryn Castonguay (Spofford Pond School) are responsible for the daily operation of their respective schools, under the direction of Dr. Scott Morrison, Superintendent of the Tri-Town School Union. Mr. Brian Middleton-Cox served as Principal of the Cole School through December 31, 2019, when he became Human Resources Director for the Tri-Town School Union.

The responsibilities of principals include curriculum implementation, instruction, personnel matters, student issues, and the physical plant. Each school has a Site Council, comprised of the principal, teachers (elected), parents (appointed), and a community member (appointed), whose role is to advise the principal on areas of school improvement. All Site Council meetings are posted at Town Hall and are open to the public.

The superintendent (PK-6) is appointed by the Tri-Town School Union Committee (Superintendency Union 58), which jointly employs the superintendent, assistant superintendent of operations, assistant superintendent of student services, director of curriculum, director of educational technology, director of facilities, and ESL coordinator as well as the secretarial and bookkeeping staff of the Tri-Town School Union central office and other specialist roles. The superintendent acts as the chief executive officer of the School Committee in the operation of the schools.

#### **SCHOOL ENROLLMENT, DECEMBER 12, 2019**

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	49	110	83	88	-	-	-	-	330
Spofford Pond School	-	-	-	-	103	119	95	107	424
Total PK-6 Enrollment	49	110	83	88	103	119	95	107	754

#### **STAFF ANNIVERSARIES AND NEW STAFF APPOINTMENTS 2019-2020**

Twenty-six staff members are celebrating work anniversaries in the Boxford schools during the 2019-2020 school year. Five-year service pins were presented to Kara Malo, Lesley McCormick, Maria Solomon, Laura Valzania, Josephine Lee, and Ryan Savage. Ten-year service pins were presented to Robert Aho, Vanessa Boyle, Samantha Kosakowski, Lorelee Graffeo, and Elizabeth Koenig. Fifteen-year service pins were presented to Julie Benson, Richard Clark, Mary Medugno, Lisa Stewart, Patricia Cantone-Maffeo, Barbara Cloonan, and Debbie Moore. Twenty-year service pins were presented to Betsy Gadbois, Lesley Gibson, Joyce Rains, and James Christofferson. Twenty-five year service pins were presented to Maureen Cronin, Deborah O'Brien, Thaya Puglisi, Kimberly Suther, and James Turner. Thirty-year awards of a clock were presented to Robert



Whiteneck, Linda Repucci, and Antonette Valcourt. Finally, a thirty-five year service award was presented to Mary Farley in the Central Office.

Harry Lee Cole School has welcomed the following new staff members for 2019-2020: Mary Eileen McDonnell - ESL Teacher; Kelly Meehan-Rooney - Learning Experience Designer/Coach; Melissa Panagos - Clerical Aide to Early Childhood Coordinator; Diane Ryan - L/T Substitute Special Education Teacher; Jacob Horvitz - Special Education Teacher; Carrie Yespy - Preschool Aide; and Miriam Lannquist - Board Certified Behavior Analyst (also works at Spofford Pond School).

Spofford Pond School has welcomed the following new staff members for 2019-2020: Pamela Sitak - Grade 3 Teacher; Kaitlyn Callahan-Muller - Special Education Teacher; Rebecca Clifford - Special Education Teacher; Katherine DiPietro - Grade 3 Teacher; Deborah DiFruscia - L/T Substitute Music Teacher; Elle Kotsiras - Instructional Assistant; Jessica Rowe - Instructional Assistant; Alicia Wallace - Clerical Aide to Special Education Coordinator; Lori Gardner - Instructional Assistant; and Miriam Lannquist - Board Certified Behavior Analyst (also works at Harry Lee Cole School).

#### **DISTRICT STATUS AND STATE TESTING**

In 2019, The Boxford School District participated in the Next-Generation MCAS test in English Language Arts (ELA) and Mathematics. Boxford was categorized as “not requiring assistance or intervention” by the state because we were meeting or exceeding our targets and had an accountability percentile of 87. Accountability percentiles indicate how a school is performing overall compared with other like schools. An elementary school's percentile is calculated by combining information related to achievement, growth, English learner progress, and chronic absenteeism. The intent is to identify the performance of the lowest performing students in an attempt to close achievement gaps. For more information, please visit the Department of Elementary and Secondary Education website at: <http://profiles.doe.mass.edu>.

Students in grades three through six took the new Next Generation MCAS test in English Language Arts (ELA) and Math. For these tests, there are four categories of scores: Exceeding Expectations, Meeting Expectations, Partially Meeting Expectations and Not Meeting Expectations. In our district, on the 2019 ELA test, 70% of students were either Exceeding or Meeting Expectations, compared to 52% state-wide. In our district, on the 2019 math test, 63% of students were either Meeting or Exceeding Expectations, compared to 49% state-wide. For reference, our students' scores in these categories were 65% in ELA and 75% in math.

Fifth grade students also took a legacy MCAS test in Science, Technology and Engineering. On that test, 73% of students were either Meeting or Exceeding Expectations, compared to 47% state-wide. For more information, please visit the Department of Elementary and Secondary Education website at: <http://profiles.doe.mass.edu>.

#### **RESPONSE TO INTERVENTION**

Teachers and staff at both the Harry Lee Cole School and Spofford Pond School continue to support students through the Response to Intervention (RTI) process in Reading, Writing, and Mathematics. The RTI program uses district and state assessments, AIMS Web, and teacher recommendations and observations, to identify struggling learners. We support students with identified needs through additional targeted math and language arts intervention either by a math coach or reading/literacy specialist or writing coach in addition to instruction from the classroom

teacher. Math, reading and writing specialists meet with classroom teachers at regular intervals throughout the year to discuss progress and revise student goals and plans.

At the Cole School, the “What I Need” (WIN) Block is a 30-minute period each day in which students receive Differentiated Instruction in the core areas of English Language Arts and Mathematics. Differentiation is a mindset or philosophy in which the teacher knows the curriculum and standards, has an understanding of the uniqueness of his or her learners, and then—using an array of instructional approaches and assessment tools—plans with precision and flexibility to enable students to be successful (Gregory, Gayle What Principals Need to Know About Differentiated Instruction, 2012). During this 30-minute block, our staff members strive for rigor and relevance for all students. The students in need of extra support in these content areas receive direct instruction from RTI Interventionists. Other students are flexibly grouped within their classroom based on clear objectives based on their current academic and social needs. This year, we were able to fund a 0.5 FTE Writing Coach through federal Title 1 grant money. The Writing Coach works with students and teachers to strengthen the writing process in our young students.

At the Spofford Pond School, Response to Intervention (RTI) services are delivered during RTI blocks. Students in need of additional academic support have been identified using data collected from: previous MCAS results, universal screenings (AIMS Web), writing prompt performance, Fountas & Pinnell Reading assessments, Math In Focus assessments, and any additional classroom information that is pertinent. The students are provided with additional writing, math and language arts instruction based on their identified needs from the data. Each grade level team of teachers convenes to analyze the student data, discuss intervention strategies and plan for intervention groupings. Students who are not receiving RTI intervention during the RTI block are in their classrooms working on identified skills and concepts as an opportunity to provide additional reinforcement, practice or challenge. The principle behind this schedule is to have additional time in the school day to differentiate for student learning without taking away from the core curriculum instructional time. No new instruction is presented during the RTI block at each grade level. Other students who are not identified as needing RTI support are flexibly grouped within their classroom based on objectives on current academic and social needs. Teachers team with one another to differentiate the support that these students need and will change the support accordingly.

This year, we continue to have an RTI/MTSS study group comprised of teachers and specialists from both schools to examine our RTI process and look at best practices in the field to enhance our programs.

#### **EXTENDED LEARNING OPPORTUNITIES**

In 2019, we continued to work to intrigue and challenge our students through extended learning opportunities. Participation and achievement have been outstanding in the Online Math League program (grades 2-6) which reached over 120 students. We also have excellent participation and stimulating mental activities with our Math Olympiad Teams (grades 4-6). We service over 80 students during their RTI block, one time per week, through this worldwide program. Students also have the opportunity to join our before school physical fitness program BOKS. Students at both Cole and Spofford Pond also participate in after school learning through the Tri-Town Council’s Horizons program throughout the school year. This year’s offerings include cooking, chess, fencing, outdoor survival skills, sewing, weaving, felting, and skiing at Ski Bradford. These programs change each season and are well-attended by students at both schools.



For the 2019-2020 school year, students in our schools have also continued to enjoy and learn from curriculum enrichment activities provided by funds from the Parent-Teacher Organization (PTO) and the Boxford Educational Schools Trust (BEST). For additional information about PTO and BEST, and the programs they support, please see the Boxford Learning Community Support Organizations section below.

#### **STUDENT SERVICES/SPECIAL EDUCATION**

As of December 1, 2019, there were 134 students in the Boxford Elementary Schools (PK-6) identified as eligible for special education services. Over the past four years, the December 1 eligibility numbers have ranged between 134 and 150 students.

As a district, we have made the commitment to prepare our students both as learners and as citizens. We continue to support current programming and develop new programming to support all students develop competencies in the area of Social Awareness, Self Efficacy, Growth Mindset and Self Management. We are excited to be taking the next step towards supporting our students SEL growth. We embarked on our first data collection survey with students grades 3 - 12 at the end of last school year. Overview results (general trends and overview totals) of that survey with the School Committees throughout the 19/20 school year. As part of the survey product (Panorama Education) we have been able to set up accounts for all of our teachers to access the "Playbook" portion of their website. The Playbook includes hundreds of SEL lessons, ranging from Grit, to Growth Mindset to Self-Efficacy. The lessons come from some of the most well known and utilized educational companies including Open Circle, Second Step and Transforming Education Toolkits. They also have lessons that have been submitted by educators that go through their review and vetting process before they are included in Playbook. We are excited to have begun the data driven process of assessing students social/emotional growth while providing teachers with support to teach these skills.

The Special Education PAC continues to be a strong committee across the Tri-Town School Union. The Special Education PAC Board is comprised of a parent from each of our three towns and from across grades PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interest parents from all grade levels. The TTSEPAC has its own website: [www.tritownSEPAC.org](http://www.tritownSEPAC.org). In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. SEPAC has continued a grant program for teachers and staff, and continued to bring in speakers and run programs to help support the parents in the Tri-Town School Union.

#### **EDUCATIONAL TECHNOLOGY**

The Boxford Public Schools and Tri-Town School Union are preparing our students for their future, for a global world and society, and for jobs that have not yet been created. In the classroom, technology is now integrated as part of regular learning and teaching in the classrooms. Innovative instructional techniques drive classroom culture, and equitable access to technology ensures that teaching and learning occurs in its most effective manner. Teachers are expected to integrate technology consistently to leverage students' critical thinking and learning; students regularly learn and develop their digital literacy, communication and collaboration skills with the assistance of technology and instruction of our skilled educators. Technology does not replace effective teaching, but rather is integrated into our teaching and learning with mindfulness, fidelity, and purpose to enhance and elevate effective teaching practices, increase student learning and creation of knowledge, and promote innovative thinking and creativity.

Since 2017, the School Committee and the Town of Boxford Finance Committee have supported incorporating an annual technology budget line into the operating budget, in order to replace equipment that is aging out and allow us to continue to explore and pilot the most effective instructional technology tools. This technology plan includes beginning the replacement of interactive SMARTboards, which are used regularly in classroom instruction. The plan also includes working towards equitable access for end-user technology, so that teachers may take advantage of teachable moments and provide opportunities for learning is innovative and authentic for a global world. Technology is viewed and utilized as a regular utility that must work effectively and reliably; as a result, regular financial investment in technology needs occur in order to ensure the smooth operations, predictable budgeting, and effective classroom teaching and learning.

The current Wi-Fi network is at a 200mbps duplex fiber optic connection, which is meeting our schools' needs currently, though these bandwidth needs will continue to rise. Connectivity problems are rare and are addressed as they arise; we must plan for replacement and addition of wireless access points to ensure that our infrastructure can handle the need of learning and teaching devices. The utilization of digital devices continues to increase as the reliability of the fleet of devices, technical support, and network infrastructure has improved.

The Boxford Public Schools and all schools across Tri-Town School Union are effectively using the Google Suite of email, calendar, storage, and word processing as the primary means of communication and productivity tools. These files can be accessed wherever there is Internet access and on any device: computer, tablet, or smartphone. The District uses Google Suite to collaborate, communicate and teach students digital citizenship, and prepare them for a global society in which interconnectedness is part of everyday life as citizens and employees. Google Suite continues to provide efficiencies for staff and students alike, and has provided the ability for students to track their work and start developing an electronic portfolio of work.

### **CURRICULUM AND PROFESSIONAL DEVELOPMENT**

The Boxford Elementary Schools maintain a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development: <https://www.tritownschoolunion.com/central-office/curriculum>. There were no new district-wide curriculum adoptions during the 2019-2020 school year. The focus was continuing efforts to strive towards the district vision: *The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.*

The primary focus was on exploring innovative teaching practices such as project-based learning as an instructional approach as well as incorporating instruction related to the social-emotional learning competencies; growth mindset, self-efficacy, social awareness, and self-management, and improving inclusive practices for all Boxford students.

### **PROFESSIONAL DEVELOPMENT**

Professional development is an investment in our educators to help give them the skills and tools to deliver the best service possible to our students. Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered.

- Social and Emotional Learning in the Classroom
- PBL 101 (Buck Institute)
- Strategies to Engage and Equip All Learners



- RETELL SEI Teacher Endorsement

In addition to courses, teachers have been engaged in various workshops to improve and enhance their professional skills. The following describes many of the key workshops offered during the past year.

#### **INNOVATIVE TEACHING**

- Using Seesaw Across the Early Elementary Curriculum to Increase Student Engagement and Parent Communication
- ASSISTments
- Learning with Lego WeDo 2.0
- Art in the Dark: A Steam Exploration in the Elementary Classroom
- Breakout EDU
- Flipped Math
- PBL In Action
- Picturing Writing, Fostering Literacy through Art
- Sharing Design 39
- Going Global! Mystery Location Skypes/Hangouts in the Elementary Classroom
- BrainPop Jr. : More than Just Movies
- If You Build It They Will Come
- Design Thinking in the 2nd grade classroom
- Promoting Student Engagement
- Designing an Innovative Curriculum (Teacher to Teacher Project)
- Environmental Literacy Field Day (Teacher to Teacher Project)
- Environmental Literacy PBL (Teacher to Teacher Project)

#### **SOCIAL EMOTIONAL LEARNING**

- An Introduction to Social-Emotional Learning
- Mathematical Mindset: Promoting a Growth Mindset in the Math Classroom
- Emotional Regulation and your class: Societal Stress Barometer
- Mindful, Not Mind Full
- Supporting Students with Anxiety in the Classroom
- Supporting Students with Challenging Behavior
- Building a Bridge to Social Emotional Learning Through Multiple Intelligences
- Emotional Regulation and your class: Societal Stress Barometer
- Integrating Social Development Skills and Content
- Social Skills Mini Lessons
- Relationship, Responsibility, and Regulation: Trauma-Invested Practices for Fostering Resilient Learners Book Group

#### **INCLUSIVE PRACTICES**

- Collaborating and Planning in a Co-Teach Model
- Designing an Accommodating Classroom
- Universal Design for Learning (UDL)
- The Inclusive Classroom: Accommodations, Modifications, and Specially Designed Instruction
- Why Inclusion Works for ALL
- Inclusive Practices through a Co-Teaching Model

- Co-Teaching - The 6 Styles of Co-Teaching

#### **ENGLISH LANGUAGE LEARNERS**

- English Learners in the Mainstream Classroom
- Google Certification Educator Academy Level 2
- Google Slides Master Class
- Grade 5 Writing Across the Curriculum/PBL
- Grade 6 Cross-Curricular PBL
- Introduction to Foundations in Grade 3
- Master Mentor Sentences, Grades 3-5: Teaching Grammar Authentically through Mentor Texts
- Reader's Workshop - Grades 4/5
- Strategies in Teaching and Supporting Students with Anxiety
- Summer Teacher-to-Teacher Project for Co-Teaching Teams
- Teacher to Teacher Project: Multiage Reading Units and Science Curriculum planning
- Teaching English Learners with Learning Disabilities
- Tri-Town Activity Workshop: Demystifying Division - a hands on approach for grades 3, 4 & 5
- Introduction to UDL (Virtual Presentation from CAST)
- Google Essentials for Teachers Series - Google Drive
- Developing Social Thinking Vocabulary and Concepts
- Connecting Math Workshop to Math In Focus (Grades 3-6)
- It's Time to Build a PBL Unit
- Creating Choice Boards
- Become the Superintendent of Your Classroom!
- Cultural Awareness & Culturally Responsive Teaching
- Google Essentials for Teachers Series - Chrome Organization (Tech)
- Introducing the Tinker Lab: How to host a makerspace in your own classroom!
- Making Thinking Visible
- What is WIDA? Identification & Assessment of English Learners in the Tri-Town
- Writing Strategies for ELs Tri-Town PD Workshop: Strategy Groups in Reader's Workshop - Grades 3-6 (ELA)

#### **FINANCE AND OPERATIONS**

The chart below details the actual expenditures and approved elementary school budgets for Fiscal Years 2017 - 2020.

Approved Operating Budget Fiscal Year: 2020 - 2021 School District: Boxford Elementary Schools							
Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget						
	FY17 Approved Budget	FY17 Actual (after Applied Income)	FY18 Approved Budget	FY18 Actual (after Applied Income)	FY19 Approved Budget	FY19 Approved Actual (after Applied)	FY20 Approved Budget
<b>Expenses</b>							
Salaries	8,513,699	7,953,793	8,796,852	8,151,801	9,036,638	8,304,956	9,346,638
Professional Development	134,960	148,895	135,475	114,964	168,620	176,026	139,173
Admin, Educational, & Support	426,490	377,019	435,588	527,871	492,847	526,917	577,718
Supplies/Materials/Equipment/Services	60,660	59,213	91,900	41,822	77,480	59,428	86,755
In District Special Education Services (Non Salary - DW Only)	468,717	401,925	514,401	444,355	495,547	482,326	544,869
Transportation (Regular & Sp. Ed.)	235,933	238,777	237,339	207,093	222,855	218,678	182,968
Utilities	285,625	274,677	297,301	302,428	293,557	321,293	262,657
Facilities	1,644,336	1,647,387	1,742,189	1,467,909	1,706,641	1,497,645	1,716,034
Insurance (Beneficial & Non-Beneficial)	398,339	253,598	408,045	614,030	460,198	370,972	476,799
Special Education Out of District Tuition							
<b>Total Operating Budget</b>	<b>12,168,799</b>	<b>11,355,284</b>	<b>12,659,089</b>	<b>11,872,273</b>	<b>12,954,383</b>	<b>11,938,241</b>	<b>13,318,610</b>
<b>Less: Applied Income</b>	<b>721,926</b>		<b>726,002</b>		<b>735,790</b>		<b>811,545</b>
<b>Total Local Appropriation Expenses</b>	<b>11,446,873</b>	<b>11,355,284</b>	<b>11,933,087</b>	<b>11,872,273</b>	<b>12,218,593</b>	<b>11,938,241</b>	<b>12,522,065</b>
<b>Less: Central Office Due To Due From Amount</b>				<b>(19,918)</b>		<b>396</b>	
<b>CHECK:</b>	<b>11,446,873</b>	<b>11,355,284</b>	<b>11,933,087</b>	<b>11,852,355</b>	<b>12,218,593</b>	<b>11,938,637</b>	<b>12,522,065</b>

## ACCOUNTING SOFTWARE AND STUDENT INFORMATION MANAGEMENT SYSTEM

The Tri-Town School Union finance office is in the fourth year of the new accounting software, Infinite Visions, in 2019-2020. The transition has been successful and has resulted in continued improvement in service to the district. Following an extensive review process, TTU also selected and has implemented a new Student Information Management System, SchoolBrains, based out of Osterville, Massachusetts. This is the third year with the new Student Information Management software and the District is continuing to improve efficiency with managerial support and data reporting to the state.

## HARRY LEE COLE AND SPOFFORD POND CAMPUS PROJECTS

We are underway with feasibility studies for both campuses to update and address ADA related access items as well as replace exterior campus parking, access, and grounds that have come to the end of their useful life.

## CONSERVATION

The Spofford Pond and Harry Lee Cole schools were designated as Energy Star schools again in 2019. This annual award recognizes superior energy performance and identifies a school as among the most energy efficient buildings of their type in the nation as recognized by the federal Energy Star program. This marks the eighth consecutive award for Spofford Pond and the tenth consecutive award for the Harry Lee Cole School.

Boxford was designated as a Green Community in 2018 through the Commonwealth of Massachusetts Green Communities program. This competitive program provides financial and technical support to municipalities that meet specific criteria including a pledge to cut municipal energy use by 20 percent over five years.

## STUDENT HEALTH, WELLNESS, AND SAFETY

The Boxford School Committee is committed to supporting student health, wellness, and safety. This is reflected in our ongoing investment in social and emotional learning, curriculum development, and extended learning opportunities.



We are committed to providing a school nutrition program that delivers fresh produce, in-house or scratch cooking, and reflects the educational mission of the elementary schools. We also want a program that is financially solvent and does not require subsidization by the general fund. Boxford and the other TTU districts are in the second year of a three-year contract with Whitsons Culinary Group for school nutrition management services. Whitsons provides management, marketing, professional development, procurement, accounting services, and Whitsons staff who work in our kitchens and serve our students. Throughout 2020, we continue to work to serve nutritional and enjoyable meals to our students while informing families about the quality, nutritional value, and benefits of the school nutrition program.

In 2019, we implemented Crisis Go, a web-based emergency notification system that is designed to facilitate real-time communication in the event of a safety emergency. This resulted from a recommendation of a Tri-Town School Union Safety Cabinet comprised of the superintendent and one representative from each of the three school committees. While we sincerely hope that we will never face an incident of violence, we recognize the importance of preparedness. We also conducted safety audits of each of our school buildings, identifying areas for improvement, e.g., exterior lighting and sight lines, and we included relevant improvements in our spending and facilities plans. In addition, the Boxford schools continue to follow the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) crisis intervention model for dealing with active shooter threats.

## **BOXFORD LEARNING COMMUNITY SUPPORT ORGANIZATIONS**

### **BOXFORD PARENT TEACHER ORGANIZATION (PTO)**

The objective of the Boxford PTO is “to provide a vehicle whereby parents and teachers can work cooperatively to bring a closer relationship between the home and school, thus enhancing the educational process of the children enrolled in Boxford, Massachusetts Elementary Schools.” The PTO has provided tens of thousands of dollars worth of support to our schools over the years, for which we are extremely grateful. In the 2018-2019 school year, the PTO provided approximately \$58,000 to support curriculum enrichment, academic resources, and learning support. The Boxford School Committee encourages elementary school families and the wider community to support the PTO and its mission to enhance the educational experience of our children. For more information please visit the PTO website at <https://paperlesspto.keritech.net/Bod/>.

### **BOXFORD ELEMENTARY SCHOOLS TRUST (BEST)**

BEST is an all-volunteer, non-profit organization dedicated to fostering excellence in the Boxford district by raising private funds to supplement longer-term elementary school initiatives and innovative teaching tools, technology and teacher training. Over the past 15 years, BEST has provided more than \$800,000 to support our schools. BEST grants are disbursed via teacher-driven proposals and are designed to support and encourage innovation. The Boxford School Committee is grateful to BEST for their partnership and for the valuable support the organization provides to our school community. This support to differentiate the Boxford schools from those in surrounding towns. The School Committee encourages families and other members of our community to support BEST.

## **CLOSING STATEMENT**

The Boxford School Committee strongly supports our administration, teachers, and staff in their efforts to learn, teach, collaborate, grow, and help our children to thrive. Our goals reflect a commitment to ensuring that in addition to traditional, cognitive skills, our students will have the



critical thinking, reasoning, and interpersonal skills they will require to succeed in the innovation economy of the 21st century. Ongoing support from community organizations including the PTO, BEST, Boxford Trails Association/Boxford Land Trust, and the Jonathan Tyler Barker Fund, among others, enables the School Committee to accomplish more than we could within our budget alone. We are grateful to all residents of Boxford for their support of our schools and the people that make them a special place.

Respectfully submitted,

Carol Hubbard, Chair, term expires 2021

Elizabeth Palmer, term expires 2022

Renée Schildkraut, term expires 2021

Terri Teleen, term expires 2020

Heather Vaz, Vice Chair, term expires 2020

# MASCONOMET REGIONAL SCHOOL DISTRICT

## Annual Report

July 1, 2018 to June 30, 2019

### Introduction

The Masconomet Regional School District (“Masco”) is thankful for the substantial and continuing support we have been given from residents and taxpayers across Middleton, Boxford, and Topsfield, regardless of whether they have children in the school system or not. We firmly believe that our school district is a community asset, with “quality of schools” commonly mentioned by those looking to buy homes in one of our three towns. We understand that Masco is a community center for the Tri Towns, and as such, continued community involvement is key in keeping and improving upon the quality school district that all of us have come to expect, that our children deserve, and know that ultimately we grow stronger as a community due to this partnership.

### Highlights

On May 31, 267 seniors graduated, an achievement of which many members of the Masconomet community (students, parents & guardians, faculty, and administration) can all be proud.

95% of the graduating seniors went on to 2 or 4-year colleges (1.4% to other schooling and 1.5% to employment)

Masco offered 19 College Board Advanced Placement Exams. 186 students took 329 exams with 90% scoring 3 or better (5 point scale)

Enrollment across the Middle and High Schools per town as of October 1, 2018:

Boxford	676
Middleton	631
Topsfield	471
Total	1778

### School Committee

Much of the 2018/2019 year was spent searching for our next leaders, as prompted by the news of Kevin Lyons’ and Susan Givens’ departures. A superintendent search was convened in the fall, and culminated in the successful hiring of Dr. Michael Harvey, previously superintendent of Hamilton-Wenham (HW). Once his hiring was complete, the search began for a new Assistant Superintendent of Finance and Operations, resulting in the hiring of Jeff Sands, who had previously held this position in HW. Dr. Dorothy Flaherty, Middle School principal, moved on to a position as director of curriculum in Beverly, and thus her position was filled on an interim basis by Jim Dillon, a long-time middle school science teacher at Masco.

Sports fees were examined as part of a 3-year cycle. While prices went up to the families, the percentage they were paying decreased from 60% to 55%.

The teachers' contract was successfully negotiated. Many other groups were negotiated as well, including administrators and secretaries.

The District Capital Investment task force had been working diligently in order to determine a plan for capital improvement over the next several years. Ultimately, given the upcoming change of leadership, a warrant article was determined to be the best option while transitions were ongoing. We appreciate the support of the 3 towns in helping us fund our stabilization account to be utilized in the next year(s) as aged systems need repairs. Critical roof repairs were completed that should sustain us until the time that a roof replacement is deemed necessary.

### **Grants**

Numerous organizations and individuals have generously given grants to Masconomet, and any list is bound to inadvertently omit someone. Nonetheless, we wanted to highlight the generosity of the Masconomet Education Foundation (MEF) for the 14 grants they provided during the school year. These generous donations went towards funding field trips, stem equipment, and club competitions. In total MEF donated \$33,296 towards our students.

### **Arts**

The Masconomet Regional School District has once again received excellent results at the Massachusetts 2019 **Scholastic Art and Writing Awards Competition**. This is a testament to the hard work and talent of our students along with that of every member of the art department faculty. The high school received a total of **65 visual awards** (16 Gold Key, 17 Silver Key, and 32 Honorable Mentions) - this is the second highest total of any high school in the state- public or private. The middle school received a total of **20 visual awards** (2 Gold Key, 5 Silver Key, and 13 Honorable Mentions)- this is the highest total of any middle school in the state- public or private. All Massachusetts Gold Key artwork was then judged at the national level with other Gold Key work from across the country. Three high school students received national recognition for their artwork (Ebuka Udon—National Gold Key, Daria Adamczyk—National Silver Key, Rheanna Murray—National Silver Key, and 8th grader Amber Goudreau received a National Silver Key as well. This prestigious competition, which began in 1923, is the nation's longest running program for visual arts and writing for teens in grades 7-12.

The **AP Studio Arts** students created portraits of children from Puerto Rico for the Memory Project, which is a non-profit organization that invites art teachers and their students to create portraits for youth around the world who have faced substantial challenges, such as neglect, abuse, loss of parents, and extreme poverty. Erica Ding (10th grade) achieved the Second Prize Award for her drypoint engraving at the 25th Annual 6th **Congressional District Art Show**, which was held at the Montserrat School of Art in Beverly. Two juniors (Jackson Bridge and Sophie Lane) were selected to participate in the 2019 **Massachusetts Art All-State**. This is an intensive two-day program that brings together 144 high school juniors of exceptional artistic talent and commitment from across the state to work with practicing artists to create collaborative installations.

The **Fashion class** collaborated with the Advanced Placement Spanish class on a design challenge based on an artist from a Spanish speaking country. The **Innovative Product Design** class collaborated with the Computer Aided Modelling students to design, refine, and 3D render a tool



that improves their lives. The **Graphic Design** students once again created cover designs for the music programs given out at all the concerts throughout the year. These students also created posters for the annual Boxford Apple Festival and senior Whitney Bouthot's design was selected to be professionally printed and displayed throughout the North Shore in the Fall. Additionally, Rheanna Murray (11th grade) created a logo for the Tri-Town School Union.

### Performing Arts

In January, 14 students participated in the **District Music Festival** in Wakefield, MA. In March, 3 students participated in the **Massachusetts All State Music Festival** at BSO Symphony Hall in Boston. During April break the High School Band and Chorus performed at **Disney** in Orlando. In 2019 Masconomet Music Parents (**MMPA**) **funded a number of workshops** for our students. There were four workshops involving our HS percussionists. The workshops were facilitated by Masco Alumnus (class of 2005) Derek Beckvold and Robert Jordan from **Teach to Learn**. They focussed on world cultures, Indian percussion and Tabla techniques. The students communicated via skype with professional percussionists from various international locations. I recommend following the attached link to **Teach to Learn** <https://www.teachtolearn.life/> to see what a Masco graduate, Derek Beckvold, has accomplished after graduating from Masco. In March, Derek Beckvold returned with his Boston based Jazz Quartet. The members of the quartet coached the HS chamber ensembles on various aspects and nuances of performing in a chamber ensemble. The student ensembles that participated included our 2 saxophone quartets, the brass quintet and the clarinet choir. Following the morning coaching session the jazz quartet performed for our students and held a question and answer session that addressed a broad range of topics. In April Lyracora, <http://www.lyricora.org/#cover> a New England based professional choral ensemble, visited Masco and worked with our HS singers. In May Dr. Edward Orgil, professor of Jazz Improvisation and Saxophone from Westfield State University, came and worked with Jazz I and Jazz 2.0 ensembles. He was also the featured soloist for our spring Jazz Concert. In addition to the 10 formal concerts (curriculum based), music groups from Masco provided music for many school and civic events including: HS Pep band for home football games, HS Choruses performed numerous times out in the community including at the Masconomet Nursing Home, Little Brook Village, Ronald McDonald House in Charlestown, Tri-town Sr. Citizen luncheon (HS Band and Chorus), International Dinner (HS and MS groups), both MS and HS Memorial Day Assemblies, Topsfield Fair Parade, Boxford Memorial Day Parade, HS Baccalaureate, Class Night, Graduation, Eighth Grade Moving On Ceremony, Junior National Honor's Society and 6th grade visitation day (MS ensembles).

### Athletics

Overall, Masconomet **fall athletic teams** produced 30 league all-stars, three all-scholastics (boys' soccer, girls' soccer, field hockey) and one Boston Globe Coach of the Year (field hockey). The field hockey team advanced the EMASS Finals, their best finish in school history. They won the CAL Kinney Division and placed five players on the league all-star team, including the CAL Player-of-the-Year. The boys' soccer team won the CAL Kinney Division and advanced to the MIAA state semi-finals. The team produced five league all-stars. The girls' soccer team finished



undefeated in the regular season and advanced to the Division Two North semi-finals. They placed five players on the league all-star team, including the CAL Player-of-the-Year. The boys' cross-country team finished 9-1 and 3rd overall in EMASS Division 3. The girls' cross-country team also competed in the EMASS Division 3 championships. The volleyball team won the CAL championship and finished its best season ever, advancing to the Division I North semi-finals. The cheerleading team won the CAL Championship, came in 3rd in the state, and qualified for the Nationals in Dallas, TX. The football and golf teams qualified in the Division 2 state tournament. Overall, Masconomet **winter athletic teams** produced 67 league all-stars during the winter 2019 season. Senior Jack Darling was the ALL-STATE CHAMPION at 132 lbs. The team came in 1st place in the CAL/NEC match. The gymnastics won the Division I state championship and had six all-stars! The boys' and girls' ice hockey teams had outstanding seasons both teams winning their respective league titles. The boys' and girls' swim/dive team both placed 3rd at the CAL Meet. The girls' ski team finished as co-champs of the North Shore Ski League (NSSL). The girls' basketball team qualified for the MIAA state tournament. The indoor track teams competed in the EMASS Division III Championships at the Reggie Lewis Center. Overall, Masconomet **spring athletic teams** produced over twenty-four league all-stars. Seven spring teams qualified for the state tournament in the spring of 2019.

### **Business & Technology**

**DECA**, an academic club that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management is rapidly growing. Masco sent 140 DECA students to compete at the district competition in January 2019. 60 moved on to the state competition and 8 DECA students competed at the National Competition in April 2019 in Orlando, Florida. In May, Masco hosted for the 3rd year in a row the **Junior Credit for Life Fair** run by the Institution of Savings. Close to 1,000 area high school students take on the role of a young professional and learn how to manage their finances. Close to 150 Masco students attended.

### **English**

Several exciting activities took place through the English department beyond the typical curriculum. **Poetry Out Loud** (Grades 9-12) is our annual school-wide competition happens in January, after which our winner goes on to represent Masco at the state-wide competition in Boston in March. Last year our school winner was Sophia Kwiatek and she made it to semifinals for the state. **Student Day of Poetry** (Grades 11 and 12) - With the help of MEF we hosted poets from the greater Boston area as they came in and did poetry writing and reciting workshops with students, and culminated with an "Open Mic" portion in the auditorium where students and poets alike shared their work. A **Service Learning Curriculum** (Grade 10) was developed to have students experiencing new pieces of the curriculum which speak to community engagement and having a place in the greater world. This included a pen pal program with elementary school students in Lawrence, a visit to the school, and speakers who came in including our very own Andrea Alexis and her husband Igor who run a program to bring food, school supplies and clothing to students in Haiti. **Power of One** (Grade 7) - Beginning in the 18/19 school year all 7th-grade students participated in the "Power of One" culminating project which also couples with the "Innovation" project in 7th grade Social Studies. The "Power of One" challenges students to explore the difference that they can make just as one individual person. **Creative Media**

**Children's Book Project** (Grade 8) - Creative Media classes took their annual trip to a Tri-Town elementary school to read the children's books they wrote and created to students. **Professional Development** - All English teachers grades 7-12 participated in meaningful PD last year including a multi-session Socratic Seminar workshop, an Argument Mapping workshop, and a presentation on fostering a love of reading in students and teaching writing in the digital age. All three of these began with presentations/workshops led by outside consultants and followed with subsequent opportunities to work the skills/activities into their curriculum and invite colleagues into see it in action.

### Foreign Language

In September, the **Chinese exchange program** welcomed 13 students and two teachers from our sister school, Shanghai Pudong High School, to Masco. In April, 12 Masco Chinese students and two faculty members stayed with host families in Shanghai and toured Beijing and Xi'an. In October, we welcomed to Masco 25 students and two teachers from Huesca, Spain as part of the annual **Spanish exchange**. In February, 24 Masco Spanish students traveled to Spain to stay with host families in Huesca and tour Madrid and Barcelona. In October, we welcomed to Masco 19 students and two teachers from Rennes, France as part of the **French exchange**. In April, 19 Masco French students and two faculty members stayed with host families in Rennes, France and they also toured Paris. In March, the department celebrated the learning of languages and cultures with the annual **International Dinner**. Hundreds of students from grades 7-12 and their families enjoyed an evening of international foods, music, dance, and presentations by student clubs and organizations. In April of 2019, we were pleased to induct 13 students into the **French Honor Society**, Société Honoraire de Français, 28 students into the **Spanish Honor Society**, Sociedad Honoraria Hispánica, and 7 students into the **National Chinese Honor Society**. In May, 41 9th-grade French students and 4 faculty members spent an immersion weekend in Quebec.

### Math

In August 2018, 32 incoming seventh graders participated in one week of **Math Camp** and 6 students participated in both weeks of the program. For the fifth consecutive year, the middle school math team took home first place honors in its division. Eighth grader Haofeng Henry Liu earned a perfect score for the season. Long time division coaches believe this is the first time any student has had a perfect score for a season! In November, twenty-one middle school students participated in the annual **American Mathematics Competition, AMC8**. Eighth graders Shreya Subbu, Matthew Theriault and Michael Tran earned first place certificates tying with the highest score among Masco participants. During the spring all seventh graders completed a personal finance project. During the spring all eighth graders completed an end of year project modeled after TV's Shark Tank. Students created a product and applied math skills developed throughout the year to create their business plan. The **high school math team** placed third in its division. Senior James Gallagher was the team's high scorer. In February sixteen high school students participated in the annual **American Mathematics Competitions AMC10 and AMC12**. Sophomore Alex Theriault earned a first-place certificate with the highest score among Masco participants. The **curriculum redesign** moved to eleventh grade. Algebra 2 options were



expanded to include college prep options of a traditional algebra 2 and a new course with a personal finance focus. High school math teachers participated in scheduled personal learning communities (PLCs) for the first time. Teachers of the same course met once a cycle to discuss curriculum, instruction and assessment.

### **Science Department**

An **additional STEM elective** was added to the HS course offerings in response to student interest in courses that focus on inquiry and problem-based learning. The STEAMworks elective was designed so that any content area educator could teach it by adjusting the content and focus. Biology educators organized a field trip to Northeastern University in March 2019. They attended the **BioTeach Biotech Futures program** run by MassBioEd. During this program students engaged with faculty and students while engaging in lab experiences and a campus tour. The objective of Biotech Futures is to expose students to the college experience while encouraging them to pursue life science education and careers. All 7th-grade life science and high school biology teachers incorporated the **Amgen Biotech Experience (ABE)** curriculum into their courses. More than 600 students performed age- appropriate biotechnology labs. All students learned to micropipette and performed gel electrophoresis. High school students performed additional labs related to molecular biology. We have continued our partnership with ABE in 2019. Amgen generously supplies reagents and equipment to support the implementation of labs. 8th-grade educators planned and implemented a **Family Science Night**. All 8th-grade students and their parents participated in Family Science Night. During this night, students became teachers as they assisted their parents in one of the inquiry-based labs that are experienced in the 8th-grade curriculum. There was a guest speaker from Harvard University that spoke to students and parents about the pursuit of science. We received a lot of positive feedback from parents. They enjoyed the hands-on experience and working with their child. The 7th-grade science teachers made adjustments to the more traditional **science fair** so that students could choose from the following project types: experimental, engineering design, career shadowing, art and science, or volunteering with a focus on science. They worked all spring on their projects and hosted a science exhibition night for the community. The team adjusted the program in 2019 by adding the art and science project option and removed the judging of student projects. Without any project judging the tone of the evening focused on what students learned and how they shared that with the community. Two high school sophomores, Katie Bernard and Marion Duval, participated in **Biogen's Spark Video Contest** entitled "Counting on Biotech for a Cure". The video they submitted focused on the role biotechnology plays in the treatment of Type I diabetes. Their video was selected for public voting in March of 2019. In April 2019, it was announced that Katie and Marion had won. They were honored at the Cambridge Science Festival in April. The school received \$10,000 for their efforts and each of them received a GoPro camera. The **Science Team** earned a trophy by finishing 5th in the North Shore Science League. This was a very strong finish by a very young team. The middle school **Future Cities team** earned three awards at the competition held in Boston, January 2019. Ka Mua won the Tufts Health Plan Foundation Best Health System Award, the BSA Most Innovative Public Spaces Award, and was awarded 3rd place in the region. Team Amun-Ra won the CDM Smith Best Management of Water Systems Award and the Robinson +

Cole Best Essay Award. Mrs. Wrobel stated that the Best Essay award is a big deal since it is usually awarded to the 1st or 2nd place team. In June of 2019, the Future Cities team took a field trip to Joppa Flats in Newburyport where they participated in many hands-on activities related to marine ecosystems.

### **Social Studies**

All 7th grade students completed the **Innovation Project**, which challenges them to set goals to complete a task outside of their comfort zone. This project is interdisciplinary in nature and aligns well with the English Department's "**Power of One**" project. Middle School teacher Rebecca Calzini organized the 8th grade **Washington, D.C., trip** for the 2019-2020 school year to enrich students' study of government and American history. High school teachers were recognized in the Fall of 2018 by Essex Heritage with a Pioneer in Partnership Award for their work on the **Essex County History Project**. High school teachers Pete Magnier and Kim Marini presented on the Essex County History Project at the Northeast Regional Conference for the Social Studies at Framingham State University in March of 2019. The **Model United Nations Team**, led by advisors Laura Greeley and Pete Magnier, participated in conferences at the Catholic Memorial School Conference in November, the Boston Invitational Conference in February, as well as the St. John's Prep and BC High Conferences during the year. Masconomet students were recognized and received awards for their exemplary performances at each of these conferences. High school teacher David Mitchell presented at several workshops offered by the Gilder Lehrman Institute of American History, sharing his lesson plan ideas on topics in American History. Teachers organized **field trips** for students to enhance their learning of topics of study, which included: JFK Library and Museum, EMK Institute for the Senate, Harvard University, the Massachusetts State House, the International World War II Museum, and the Ramakrishna Vedanta Society in Boston. Teachers took advantage of professional development through Primary Source, Teachers as Scholars (offered through the district), and other organizations.

### **School Health Advisory Council (SHAC)**

The **Community Resource Booklet**, a multi-page, local resource guide for families has been completely updated and is available to the community and staff via the District's and SHAC's homepage. The **Holiday Assistance Program** collected and organized donations from the Twelve Days of Giving, the Middle School Toy Drive and worked with Tri-Town Council and other outside community agencies to provide much needed assistance to the children and families in our own community. This year, we were able to provide assistance to 31 families (57 children and 3 grandchildren) in the form of toys, food and gift cards. This program, directed by Joan Murphy, has been in existence for over ten years and is a collaborative effort with the students, staff, outside community agencies and retirees. SHAC is developing a **Vaping Diversion Program** to support and educate students who vape. The program can be used for students receiving disciplinary measures as well as students interested in more information or looking for cessation resources. In January, a district-wide multidisciplinary team will attend a half day training provided by Tom Brow, of Seaside Educational Consultants. Starting in January, SHAC will begin work on the **School Health Index**, a self-assessment tool and planning guide that will help us to identify the strengths and weaknesses of the District's policies and programs for promoting health and safety.



This tool will help the council develop an action plan for improving student health and safety and involve staff, parents, students and the community in this process.

### **Health Services Department**

This fall four **CPR classes** were held for central office staff, winter and fall sport coaches and support staff. Starting in January, the department will be holding **free CPR/AED, First Aid and Stop-The-Bleed** classes to all interested staff. Besides contributing to the breadth of individuals' knowledge and abilities, having more staff trained in life-saving skills will increase the school's ability to respond more effectively and appropriately during emergencies. As of this writing, nearly 40 staff have signed up for classes. Our annual state-wide immunization report was just completed and 98% of the district's students are fully immunized! The nurses work diligently all year round to ensure students are properly immunized. **Screening, Brief Intervention and Referral to Treatment (SBIRT)**, a verbal substance use screening will be held next month on all 9th grade students. This is a collaborative effort between nurses and counselors that focuses on prevention, early detection, risk assessment, brief counseling and, when needed, referral. In November **Vision and Hearing Screening** was done on all 10th grade students. **Two new AEDs** were obtained and placed in the Gym and Field House respectively to be available for staff or outside community in these high traffic areas.

### **Conclusion**

Thank you again for interest and support for the Masconomet Regional School District. We hope this year-end report provides you some insight into all the exciting things happening at Masco. Of course, this wouldn't be possible without the support of our community in our 3 supporting towns. And that isn't just about your tax dollars, but also your "constructive feedback" when needed, your support when warranted, and your engagement always. We would like to encourage you to attend some of our art shows, musical performances, athletic events, etc. As we feel that our community is stronger when we all come together.

I would also like to point out, that while technically not during the 2018/2019 year, we are very excited about our new school committee blog that was launched at the beginning of the 2019/2020 school year. Please follow it to stay informed about what is happening at Masco.

<https://www.masconomet.org/domain/207>

Respectfully Submitted,

Tasha Cooper  
Chair, Masconomet Regional School Committee

Masconomet Regional School Committee Members:

#### **Boxford Members**

Kristen DeMarco  
Carolyn Miller (Vice-chair)  
Bonnie Thornborough  
Daniel Volchok

Middleton Members

Joseph Ciampa

Tasha Cooper (Chair)

Arete Pascucci

Kosta Prentakis

# ESSEX NORTH SHORE

## AGRICULTURAL & TECHNICAL SCHOOL



## BOXFORD

Heidi T. Riccio, Ed.D., Superintendent-Director  
Justin Chase, Representative

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' premier regional technical and agricultural high school, serving 17 member communities on the North Shore and 38 surrounding communities. Our mission is to **create** a culture of excellence, **encourage** continuous growth, and **promote** professionalism and citizenship for all students, as they **develop** into architects, artisans, and authors of the 21st century community.

Twenty-six career, technical, and agricultural programs are available to students from member communities whereas students from surrounding communities select from 8 agricultural areas. Enrollment at ENSATS is 1,493 for the 2019-2020 school year. Moreover, over 1,384 students applied for 440 openings in our current 9th grade. Our school was designed for 1,500 students and is currently organized into two academies.



### BOXFORD at a glance

As of October 1, 2019  
16 Total Student Population

Grade	9 – 3
Grade	10 – 7
Grade	11 – 4
Grade	12 – 2

Future Computer Science Architect, Gregory Andriotakos,  
Grade 11 from Boxford



## **East Academy**

Advanced Manufacturing, Automotive Collision, Repair & Refinishing, Automotive Technology, Companion Animals, Culinary Arts, Design & Visual Communications, Engineering Technology, Equine Studies, Graphic Communications, Natural Resources, Sustainable Horticulture, Veterinary Science

## **West Academy**

Arboriculture, Biotechnology, Environmental Technology, Carpentry, Cosmetology, Construction Craft Laborer, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Landscaping, Plumbing

**CREATE.**

**ENCOURAGE.**

**PROMOTE.**

**DEVELOP.**

We are a leader within the state of Massachusetts, creating opportunities for more students throughout our region to have access to high quality career technical and agricultural education. Partnering with our districts, we have enrolled 28 additional students in our CTE Programs that are high demand career areas as a model for Governor Baker's Career Technical Initiative. We have received \$1.6 M in competitive grants.

Our Cooperative Education Program places upperclassmen in positions where they work among professionals in their field. These opportunities often lead to full-time employment upon graduation as we continue to work with our industry leaders to meet the needs of the current workforce and strengthen the economic pathways for our students. Our graduates enter the workforce with industry recognized credentials and hours toward professional licensure, which gives them an advantage and adds to future readiness. Business, industry, and labor representatives serve on our Program Advisory Committees to ensure that we meet all industry standards.

Over 70% of our students enroll in 2- or 4- year institutions with many earning articulated credit at state community colleges. Other students enroll in apprenticeship programs or directly enter the workforce upon graduation.

Several of our programs offer valued services to the residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Auto Collision Repair, and Blooming Designs & More. New this year, **Angell at Essex**, offers veterinary services on our campus.

ENSATS provides students with extracurricular activities including MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional employability skills across their career and technical disciplines.

Our expanding NightHawks Adult Education Program offers industry training with credentialing as well as community enrichment courses.



ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL



# Department of Public Works

- Report of the Department of Public Works



# DEPARTMENT OF PUBLIC WORKS

**Prepared By: Chris Olbrot, Superintendent and Town Engineer**

## **Introduction and Transition**

2019 was a year of significant transition for the Department of Public Works (DPW). I replaced long time superintendent John Dold in July. John had been the superintendent and served the town for over 15 years. It is clear to me that John left a lasting impression on many people in his time here in Boxford and I have my work cut out for me to maintain the level of service he provided for so long. On behalf of the DPW, I wish John the best in his retirement.

I am grateful to have the opportunity to serve this community. I bring over 15 years of engineering and management experience to the town. In congruence with the residents of, I want to keep Boxford a premier town in Massachusetts. I look forward to serving the community for many years to come and hope that I can be a superintendent that makes a positive difference in the community.

## **2019 Roadway Improvements**

In 2019, the town extended their contract with D&R Paving, to repave almost 70K sq. yards of pavement. This translates to roughly 6,000 tons of hot mix asphalt. The town paved portions of Main St. (Ipswich Rd. to Haverhill Town Line), Boren Lane, Bare Hill Rd., Silvermine Rd., and a small section of Washington Street. In addition to the traditional overlay, the town apportioned roadway funding to mill large sections of these roadways prior to paving in order to extend the life of the pavement. A treatment which was new to the town.

In addition to the “Roads Program” as described above, the DPW made significant improvements to the King George neighborhood pavement by patching areas of critical failure. The overall pavement condition was good in the neighborhood, but isolated areas were cracking significantly and delaminating causing rideability and drainage issues. Utilizing the new skid steer that was purchased in 2019 and its milling attachment, the town was able to make these repairs in house which saved significant funding. We anticipate that pavement patching will be a routine maintenance treatment for pavement in future years as well so as to improve the town’s network.



**Pavement Patching on 133**

## **2019 Drainage Improvements**

2019 proved to be a challenging year in maintaining the town's drainage infrastructure. Two bridges in town were particularly problematic. In the winter of 2018/19, Lockwood Lane Bridge over Fish Brook was found to be structurally deficient. The bridge was subsequently closed. The town re-purposed a \$500,000 small-bridge grant from the state to the reconstruction of Lockwood Lane Bridge. The town hired Bayside Engineering, to complete the design, permitting, bid phase and construction period services. The project was successfully permitted and prepared for reconstruction in 2020. The Bridge was designed as a prestressed concrete beam bridge on cast in place abutments. The bridge was designed to MA state specifications as well as MA Stream Crossing Standards.

In late October/early November, DPW was inspecting other bridges in town for a capital improvements plan. In doing so, the Brook View Bridge over Fish Brook was found to be structurally deficient as well. Similar to the Lockwood Lane Bridge, the old stone abutments had caved in causing immediate concern. The DPW worked with the local Conservation Commission to issue an Emergency Certification to allow a repair of the bridge in a joint venture with the State underwater Bridge Team. Over the holiday season of 2019, over a two week



**Underwater dive team repairs the bridge**

time frame the bridge was repaired utilizing a special concrete mixture which allowed it to be poured and reinforced underwater and in below freezing temps. Much of the time period was very cold sometimes not getting over 17 degrees. The project successfully brought the bridge back to within safety standards of the State.

In addition to these large-scale repairs, the town also had 3 smaller scaled projects to alleviate flooding issues around town. Drainage repairs were completed on Livermore Lane, Valley Road, and Balmoral Roads. These isolated drainage improvements were to mitigate poorly draining areas which caused significant safety hazards.

Lastly, the town made substantial strides in 2019 with respect to the EPA's issued Municipal Separate Storm Sewer System (MS4 Permit). The MS4 Permit is a federally mandated permit that requires the town to complete various Best Management Practices under six minimum control measures to be permitted to discharge stormwater into the waters of the U.S. The six minimum control measures are: Public Education, Public Participation, Illicit Detection and Elimination,



Construction Storm Water Control, Post Construction Stormwater Control and Good House Keeping. The town collaborated with the local MVPC Bayside Engineering, and others in order to ensure permit compliance and improve the town method of tracking, mapping and documentation with a new 'Collector App'. Mobile technology allows the DPW to map and edit closed drainage system mapping, document catch basin cleaning outfall testing, as well as other critical components to the permit. In the coming years this mobile service will also help with other town assets such as guard rails and pavement markings.

### **Athletic Fields**

In addition to routine maintenance and turf management, the natural turf field at the Commons was finalized in the fall. The long-awaited project had some outstanding issues with respect to grass growth, invasive species removal and irrigation failures. These were rectified and the field is expected to be a premier playing surface for years to come.

Further, the DPW solicited quotations and secured two vendors to begin two critical maintenance programs. The first was to have a contractor set up a grooming and maintenance program for the synthetic field at the commons. In addition to maintenance, Gmax testing would be performed to ensure the field is in conformance with impact safety requirements. The second contract was to have a contractor on board to perform top dressing of the natural fields in town. Both programs are expected to be annual contracts to improve the overall playing experience in town.



# Health & Inspections

- Board of Health
- Animal Inspector
- Office of Building, Plumbing and Gas Inspections
- Sealer of Weights and Measures
- Visiting Nurses Association





## BOARD OF HEALTH

The BOH has the authority and responsibility to manage trash collection and recycling in Boxford. In 2018, we negotiated a new 5-year contract, changing our contractor to Waste Management. In the past, sale of our recyclables helped to decrease our trash contract significantly by as much as 30%. However, in the past 2 to 3 years, the market for recyclables has crashed, primarily because China has stopped buying recyclables from the U.S. As a result, our new 5-year contract increased by 32%. As part of that contract, the Town must be more vigilant in what goes into our Recycling bins. While plastics stamped with the recycling logo and number inside (1 to 7) can still be recycled as well as glass containers, newspaper, cans, milk and juice cartons, paperboard, and cardboard (cut into 30 inch squares or smaller); other materials are not allowed and are considered 'contaminants' by Waste Management.. Contaminants include plastic bags, envelopes, and packaging; any metal items other than cans, Styrofoam containers and 'peanuts,' large pieces of cardboard, waxed cardboard or paper, containers containing residual food or partially-filled cans and bottles, and any form of trash. Filling a plastic bag with recyclables is considered a contaminant, and the whole bag is trashed. When such contaminants are found in the recyclables, the town is charged extra for their collection and disposal. The BOH is continuing to work with the Recycling Committee to inform and help our residents to understand what is allowable in recycling bins. We ask that residents help us by taking care of what they place in recycling bins.

A new regulation was written and passed in 2019 addressing large waste water treatment plants (WWTP). A WWTP is essentially a large septic system serving multiple dwellings on the same (large) lot. A normal, 4-bedroom house in Boxford has a septic system designed for 440 gallons per day (gpd) of waste water. The new regulation specifies additional requirements for systems discharging from 2000 to 9,999 gpd. Systems discharging 10,000 gpd or more are under the authority of the State DEP (Department of Environmental Protection). The Boxford WWTP regulation was needed since there are Senior housing developments being proposed in Boxford with waste water flows in excess of 2,000 gpd but less than 9,999 gpd. The regulation took almost 12 months to write with input from many sources. A required public hearing was held on May 1, 2019 and, after including changes suggested by the public, the regulation passed unanimously by the BOH in September 2019. While concerns were raised about the requirements of the regulation and its impact on Senior housing, the regulation provides a fair means to build large systems while protecting abutters, groundwater and our environment. The Board found large systems in neighboring towns without the requirements of the BOH regulation that had failed in 7 years or less. With the developer gone, the cost of repair/replacement of these systems fall directly on the home owners in the development. An engineer hired to repair one of the failed systems was asked to look at the Boxford regulation. He concluded that had the failed system he is working on been required to follow the BOH regulation, it would not have failed. The BOH also carried out a survey on the opinions of the public on the regulation before it was passed. All those responding supported the new regulation.

The Recycling Center at the landfill off Spofford Road is managed and run by the Recycling Committee, and under the authority of the BOH by state law. The facility provides a means for residents to dispose of large items, appliances, cardboard and other materials, some that require a small fee to cover disposal costs. A continuing problem at the site is illegal dumping of materials during hours the Center is not open. As a result, residents legally disposing of materials and paying fees are paying for this illegal dumping. More serious is the illegal dumping of hazardous materials (HazMat). This occurred in April, 2019, when a load of asbestos was dumped into one of the roll

offs at the Center during the week. The BOH was called in to manage the clean-up. The cost to taxpayers was \$59,257 for the required testing, inspections, remediation and reports. The problem at the Center is that the current gate provides no security for keeping people out of the Center, day or night. As a result, the BOH will be sponsoring a Warrant Article at the May, 2020 ATM asking for approximately \$40,000 to install a fence and card-controlled gate at the entrance of the Recycling Center. Together with video surveillance of the entrance area, this should provide a better means to secure the Center from illegal and off-hours dumping.

	Title 5 review	Soils	Install renew	Hauler renew	Food Renew	Stable renew	Rec. Camps renewals	Well permit	DSCP (new)	DSCP (repair)	Trench Permits	food re- insp	Copies	Tick Tubes	Fines	TOTALS
January	\$525.00	\$75.00	\$1,200.00	\$1,200.00	\$750.00	\$100.00		\$100.00			\$50.00					\$4,000.00
February	\$75.00	\$150.00				\$50.00				\$300.00	\$100.00		\$19.00			\$694.00
March	\$450.00	\$150.00			\$150.00	\$70.00			\$400.00	\$100.00	\$50.00		\$4.00			\$1,374.00
April	\$975.00	\$4,275.00	\$100.00		\$250.00	\$20.00		\$100.00	\$400.00	\$450.00	\$150.00			\$1,155.25		\$7,875.25
May	\$825.00	\$150.00			\$250.00	\$10.00	\$150.00	\$600.00		\$450.00	\$200.00		\$4.40	\$577.50		\$3,216.90
June	\$1,125.00	\$225.00	\$200.00	\$100.00	\$200.00	\$10.00	\$150.00			\$225.00	\$100.00		\$2.75	\$495.00		\$2,832.75
July	\$1,725.00	\$325.00	\$300.00							\$500.00	\$150.00			\$371.25		\$3,371.25
August	\$600.00	\$375.00	\$400.00		\$100.00			\$100.00		\$250.00	\$100.00		\$2.00	\$123.75		\$2,050.75
September	\$375.00	\$150.00			\$100.00	\$10.00				\$550.00	\$100.00		\$15.00			\$1,300.00
October	\$825.00	\$375.00			\$350.00			\$200.00		\$700.00	\$300.00		\$15.00	\$82.50		\$2,847.50
November	\$675.00	\$450.00								\$600.00	\$100.00		\$16.00			\$1,841.00
December	\$975.00	\$75.00	\$2,800.00	\$1,800.00	\$375.00	\$70.00		\$200.00	\$400.00	\$250.00						\$6,945.00
TOTAL	\$9,150.00	\$6,775.00	\$5,000.00	\$3,100.00	\$2,525.00	\$340.00	\$300.00	\$1,300.00	\$1,200.00	\$4,375.00	\$1,400.00		\$78.15	\$2,805.25		\$38,348.40



## ANIMAL INSPECTOR

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals, in accordance with M.G.L. Chapter 129 section 19. Such inspections are necessary to insure humane and proper care of all livestock, to guard against outbreaks of contagious disease, and to provide a census of animals in the state.

Summary of the 2019 inspections: Over 130 properties were visited with 124 having livestock or poultry currently in residence. The following numbers were recorded: 158 horses, 27 ponies, 14 miniature horses, 16 donkeys, 1 mule, 90 goats, 75 sheep, 19 head of cattle, 4 llamas, 4 pet pigs, and 77 flocks of poultry comprised of chickens, ducks, geese, turkeys, peacocks, and/or guinea fowl.

The Town of Boxford requires Barn Licenses for residents who keep livestock on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals must be reported to the Animal Inspector. In 2019, 19 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in 18 cases. One quarantine is carried over into 2020.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Seven such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. All quarantines were completed without incident. One quarantine carried over from 2018 was also successfully released. Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

Some inquiries/ complaints forwarded by Health Agent K. Longo were investigated with no further action being required.

Because barn inspections are carried out in the winter months some livestock, principally horses which winter at boarding facilities, are not included in the count. The information gathered during the annual barn inspections is important for emergency contact and planning. If you did not get a pink barn inspection form and keep horses or other livestock on your property during the summer months, please contact Animal Inspector Allison Hayes. Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantine procedures, please contact Allison Hayes.

The able assistance of Alternate Animal Inspector, Ruth Zarach has been greatly appreciated when timely issue or release of a quarantine has been impossible for me to attend to.

Allison Hayes, Animal Inspector



## INSPECTOR OF BUILDINGS

I am pleased to submit my report for the Building Department activity during the calendar year of 2019. The inspectors conducted a total of 1,095 inspections during the year.

I have completed seven years as your Building Inspector this past October, and am privileged to have such a dedicated staff who work hard to serve the residents of Boxford. I would like to take this opportunity to thank Kirsten Stickney, who serves as the Building Department and assists the Zoning Board of Appeals in an exemplary manner. I am grateful for her skills, dedication, and good sense of humor.

Alternate Building Inspector .....		David Harris
Electrical Inspector .....		Douglas Small
Plumbing/Gas Inspector .....		Richard Danforth
Secretary .....		Kirsten Stickney

### 2018 DEPARTMENT ACTIVITY

PERMITS	FEE'S	VALUE
Building – 440	\$236,315.00	\$17,965,121.00
Electrical – 290	\$62,209.00	
Plumbing – 161	\$36,535.00	
Gas – 181	\$18,218.00	

Total Permits Issued = 1072  
Total Fee's Collected = \$353,277.00

Respectfully Submitted,  
Robert M. Aldenberg, c.b.o.  
Inspector of Buildings and Zoning Enforcement Officer

2019	TOTALS
New Home	2
Additions	21
Renovations/Repairs	98
Siding/Roofing	87
Windows/Doors	60
Accessory Building	10
Pool	8
Insulation/Weatherization	32
Solar	23
Sheet Metal/HVAC	28
Solid Fuel Burning	4
Chimney/Masonry	8
Fence/Retaining Wall	5
Demolition	10
Signs	1
Other	43
<b>TOTAL</b>	<b>440</b>

## SEALER OF WEIGHTS AND MEASURE

The Sealer of Weights and Measure generated the following fees in 2019:

Ingaldsby Farms, Wahington Street, West Boxford	\$18.00
Paisley Farms, Washington Street, West Boxford	\$18.00
 TOTAL RECEIPTS	 \$36.00

Respectfully submitted,

Richard Zulo  
Sealer of Weights and Measure

# VNA CARE

## 2019 Annual Report to the Boxford Board of Health

### Overview

VNA Care provided public health nursing services for the Boxford Board of Health. Service delivery in 2019 included these elements:

1. Elder Health Clinics
2. Communicable Disease follow up
3. Publicity

### Elder Health Clinics

These clinics are free and open to residents age 60 and over. The clinics are run by VNA Care community health nurses, clinic services include health assessments; blood pressure screening; blood glucose testing; weight, pulse, heart and lung monitoring; medication, diet, preventative health and disease management teaching; Vitamin 8-12 injections and referrals to providers and community resources. Appointments may be made by calling VNA Care at 1-888-663-3688 extension 1326. The clinics are funded in part by the Boxford Board of Health, client donations, VNA Care funds and in-kind donations. Clinics are held three times monthly as follows:

4 Mile Village (Box Top)	1 <sup>st</sup> Wednesday every month	9:00am-11:00am
4 Mile Village	3 <sup>rd</sup> Wednesday every month	9:00am-11:00am
Council on Aging	3 <sup>rd</sup> Thursday every month	11:15 am -12:15pm

### 2019 Boxford Elder Health Clinic Attendance

Clinics	Participants
4-mile village	134
Senior Center (COA)	79
Total clinic attendance	213

No clinics cancelled this year..

### 2019 Influenza Vaccine Administration

VNA Care provided 2 immunization clinics at the Boxford schools. And 18 flu shots were administered in October at one of the keep well clinics.

Cole School clinic was held for students on November 15, 2019 for 36 students.



Spofford Pond School clinic was held on November 15, 2019 for 40 students.

VNA Care provided a balance program at the Boxford Council on Aging on December 18, 2019 for 14 participants.

Beverly Salate and Joan Fitzpatrick attended numerous updates in relation to vaccine management.

### **2019 Boxford Communicable Disease Follow-Up**

Boxford Board of Health staff and VNA Care nurses use MDPH's MAVEN (Massachusetts Virtual Epidemiological Network) a secure web-based surveillance system for infectious disease investigation, case management and follow-up.

Please see Attachment A which lists all communicable diseases for 2019.

Joan Fitzpatrick and Beverly Salate attended numerous updates from DPH in regards to communicable disease.

### **Publicity**

Information is dispersed at Health Fairs and in internal publications such as patient admission folders, which allows for additional referral sources. Flyers are also posted at individual clinic sites. Clinic schedules are listed on VNA agency web site [www.vnacare.org](http://www.vnacare.org). VNA also advertises in the Tri Town Transcript.

### **Submitted on 01/07/2020 by:**

Beverly Salate, RN BSN

Director of Wellness VNA Care

## Attachment A

## Event Count by Event Date BOXFORD

Disease Status: confirmed,contact,probable,revoked,suspect

Total number of Cases Received from 01/01/2019 to 12/31/2019 : 55

The data in this report contain confidential information and are for internal use only.

The data are current as of 01/07/2020 and are subject to change.

Disease	Count	Case ID List
Amebiasis	0	
Anthrax	0	
Arbovirus (other)	0	
Avian Influenza	0	
Babesiosis	1	103532493
Borrelia miyamotoi infection	0	
Botulism	0	
Brucellosis	0	
Calicivirus/Norovirus	0	
Campylobacteriosis	1	103635327
Clostridium perfringens	0	
Creutzfeldt-Jakob Disease	0	
Cryptococcus neoformans	0	
Cryptosporidiosis	1	103542727
Cyclosporiasis	0	
Dengue Fever	0	
Diphtheria	0	
Eastern equine infection	0	
Ehrlichiosis	1	103479944
Encephalitis	0	
Enterovirus	0	
Giardiasis	0	
Glanders	0	
Group A streptococcus	0	
Group B streptococcus	0	
Guillain Barre Syndrome	0	
Haemophilus influenzae	0	
Hansen's Disease (Leprosy)	0	
Hantavirus infection	0	

Hemolytic Uremic Syndrome	0				
Hepatitis A	0				
Hepatitis B (acute)	0				
Hepatitis B (chronic)	0				
Hepatitis C (acute)	0				
Hepatitis C (chronic)	0				
Hepatitis D	0				
Hepatitis E	0				
Human Granulocytic Anaplasmosis	3	103531247	103658688	103519366	
Influenza	19	103399018	103403128	103395079	103436167
		103455658	103404410	103438698	103400359
		103667999	103493173	103436275	103395844
		103407042	103374879	103444758	103455638
		103426675	103425262	103385588	
Invasive bacterial infection (other)	0				
Legionellosis	0				
Leptospirosis	0				
Listeriosis	0				
Lyme Disease	24	103473289	103668112	103498532	103508631
		103528259	103588327	103598926	103528320
		103689345	103522080	103488840	103533425
		103664051	103573702	103624531	103546136
		103676739	103515214	103593695	103488286
		103649603	103530538	103624535	103628132
Lymphocytic choriomeningitis	0				
Malaria	0				
Measles	0				
Melioidosis	0				
Meningitis - Unknown Type	0				
Meningitis Under Investigation	0				
Meningococcal Disease	0				
Monkeypox	0				
Mumps	1	103664854			
Novel Coronavirus (SARS, MERS, etc)	0				
Pertussis (and other Bordetella species)	0				
Plague	0				
Polio	0				
Psittacosis	0				
Q fever	0				



Rabies - human	0	
Rash Under	0	
Investigation		
Reye Syndrome	0	
Rheumatic fever	0	
Rickettsial Pox	0	
Rocky Mountain	1	103645002
Spotted Fever		
Rubella	0	
Salmonellosis	0	
Shiga toxin producing organism	0	
Shigellosis	1	103583910
Smallpox (Variola )	0	
Staphylococcal Enterotoxin	0	
Streptococcus pneumoniae	1	103494754
Tetanus	0	
Toxic Shock Syndrome	0	
Toxoplasmosis	0	
Trichinella spiralis	0	
Tularemia	0	
Typhus Fever	0	
Varicella	1	103537651
Venezuelan equine infection	0	
Vibrio sp.	0	
Viral Hemorrhagic Fevers	0	
Viral Meningitis (aseptic)	0	
West Nile Infection	0	
Yellow Fever	0	
Yersiniosis	0	



# Planning and Environmental Protection

- Agricultural Commission
- Community Preservation Act Committee
- Conservation Commission
- Lakes, Ponds, and Streams Committee
- Land Committee
- Permanent Building Committee
- Planning Board
- Sustainability Committee
- Tree Warden
- Zoning Board of Appeals



## **BOXFORD AGRICULTURAL COMMISSION**

The Boxford Agricultural Commission is composed of five members. These members are recommended by the Commission for appointment by the Board of Selectmen. Membership consists of two commercial agricultural enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. One of the remaining positions must be representative of Boxford's recreational farming community and the two remaining positions are appointed at-large. The Commission must represent diversity of farming within the Town of Boxford. The terms are staggered three-year appointments. The right to recommend further members of the Agricultural Commission is reserved by the Commission with the intent to be representative of the diversity and scale of agriculture within the Town of Boxford. In addition, up to five nonvoting associate members shall be selected by the Commission for a term of one year to represent Town boards and farming interests.

The Commission holds monthly recorded meetings, generally on the first Tuesday of the month at 7:30 PM. The public is welcome to participate.

The Boxford Agricultural Commission, this year, continued its focus to promote agriculture by maintaining educational topics in its meetings and special program presentations. Such topics included: invasive plant and animal species and how we can deal (or not) with them; pesticides; appropriate use and misuse; protecting our pollinators; and management of the land we have acquired.

At the request of the Board of Selectmen, the Agricultural Commission investigated the tapping of trees on Town owned land and presented a solution. The Commission also participated in the resolution of several poultry related matters throughout the Town.

After attending a statewide forestry conference, the Commission made recommendations to Selectmen and BTA/BOLT concerning forest management on Town owned land. Unfortunately, the recommendations were not accepted.

The Commission members continue to hold leadership positions on the Massachusetts Association of Agricultural Commission, serving as President and Treasurer. Commission members also conducted "boot camp" training sessions throughout the State. Boot camp sessions train other Commissions as to their role and function in their communities.

The Boxford Agricultural Commission's antique tractor display continues to grow in the Fourth of July parade. The Commission continues with the Boxford Fire Department, to sponsor a cookout behind the East Parish Fire station with proceeds going to the Fireman's Relief Fund. Also, the remaining unused food and beverages were donated to the Council on Aging (COA) for a party later in the week.

Respectfully Submitted

Randolph Johnson, Chair

Louis Athanas

Frank Di Luna, Esq

Laura Sapienza-Grabski, Vice- Chair

Charles Kornely

Associate Members: Carol Johnson, Todd Hirshon

## THE COMMUNITY PRESERVATION ACT COMMITTEE

The Community Preservation Act (CPA) allows communities in Massachusetts to establish a fund that may be spent for certain open space, recreational, historic resource and affordable housing purposes. CPA funds are raised through a local property tax surcharge coupled with matching funds from the state. In May 2001, the voters of Boxford adopted the CPA, approving a 3% surcharge on most property taxes paid by town residents. Moderate income Senior Citizens and low-income households in Boxford may be eligible for an exemption from their Community Preservation Act tax surcharge, if they meet certain criteria. Persons interested in finding out if they are eligible for this exemption should contact the Boxford Assessors' office at 978-887-6000 ext. 141.

In late 2019 and early 2020, Boxford received matching funds from the state which arrived in two payments totaling \$245,551. These payments represented a match of approximately 34% of the \$721,388 collected locally in Fiscal Year 2019 through the 3% CPA surcharge.

At the Annual Town Meeting held May 2019 the town appropriated \$124,687 of CPC Historic Funds and \$15,313 of CPC Reserve Funds for architectural and consulting fees related to the historic rehabilitation of the Cummings House. Also appropriated were \$35,000 for the planning, permitting and construction of a bridge at Wildcat Conservation Area, \$20,000 for improvements to the Border to Boston Trail, and \$40,000 into a fund for Conservation Projects.

The CPC continued to monitor and approve payment on invoices for various ongoing projects during 2019. The CPC also continued payments on bonds used to fund historic rehabilitation projects at Lincoln Hall and the Aaron Woods School building, purchase of open space at Wunnegen, Cargill Fields and Boxford Common, and the development of recreational fields at Boxford Common.

**The Committee:** All CPC members serve for terms of one year, expiring the end of June. At Large members are appointed by the Board of Selectmen. Representative members are appointed by their respective Boards:

Peter Delaney, Chair, Boxford Housing Partnership Committee representative  
Natasha Grigg, Conservation Commission representative  
Virginia Havey, Historic Districts Commission representative  
Angela Steadman, Planning Board representative  
Jon Schwartz, Recreation Committee representative  
Barbara Jessel, At Large member  
Steve Merriam, At Large member  
F. Richard Shaw, At Large member  
Melissa Rodrigues-Sylvestro, At Large member  
Staff: Ross Povenmire, CPC Administrator  
Phaedra Doucette, Minutes Secretary



## CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Director, a shared clerical staff and a Minutes Secretary.

The Commission holds public meetings on the first and third Thursdays of each month, or as otherwise announced. Meetings normally begin at 7:30 p.m. The Commission's office is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 181.

The Conservation Commission administers several types of permit review processes under the Massachusetts Wetlands Protection Act and the Town of Boxford Wetlands Protection Bylaw.

### **Activities in 2019**

Notable projects in 2019 include the permitting and construction oversight of a new transformer station on Pond Street and a new dining hall at Camp Rotary. Construction of these large projects began in the fall of 2019 and continued into 2020. The Wetlands Protection Bylaw was successfully amended to accommodate the Camp Rotary project within the spirit of the regulations while allowing needed improvements to historic camp facilities.

A bridge on Lockwood Lane was closed by the state in the final days of 2018 and remained closed for all of 2019. The Commission conducted a careful review of this complex project and issued an Order of Conditions with special requirements to safeguard areas adjacent to the site with historical significance.

In the final days of 2019, a bridge at Brookview Road was partially closed to allow emergency repairs to the bridge abutments. A special team of MassDOT divers was called in to complete this specialized work under an Emergency Certification.

The Conservation Commission is directly responsible for the management of 852 acres of Town-owned conservation land in Boxford, as well as an additional 70 acres of privately owned land upon which the Town holds conservation restrictions. The Commission manages these open spaces and conservation properties with significant volunteer assistance from BTA/BOLT, Inc., for which the Conservation Commission is very grateful. In 2019 volunteers working with BTA/BOLT, Inc. constructed a bridge at the Nason Conservation Land across a wetland, simultaneously connecting the trail to a new and improved parking area.

The management of selected conservation areas as agricultural land continued on parcels known as Haynes Field, Peabody Field, Mill Brook Farm Field, Hovey's Pond Meadow, Cargill Fields, Nason Conservation Land Field and Witch Hollow Farm Field. Licenses were issued in 2016 to selected individuals for agricultural use of these fields. A license was also issued for agricultural use of Anvil Farm field in 2019. All these licenses will expire on December 31, 2025.

The Commission reviewed proposals for the creation of a new agricultural field and the location of a greenhouse at Little Oxx Farm on Ipswich Road and Main Street. The Commission holds a

Conservation Restriction on this parcel and determined that the proposed activities were allowable within the Restriction.

The Conservation Commission worked with and provided assistance to other Town Boards and Committees, including the Planning Board, the Land Committee, and the Storm Water Advisory Committee.

The Commission finalized a Municipal Vulnerability Preparedness (MVP) Plan in 2019 with the help of Harriman Associates, Planning Consultants, and was subsequently designated by the state as a Municipal Vulnerability Community eligible for participation in MVP Action Grants.

The Commission contributed to the Town's compliance efforts relative to its Phase 2 Municipal Separate Storm Sewer System (MS4) permit by distributing education and outreach materials, coordinating an elementary school seminar on watersheds, and amending the Stormwater Management Bylaw at Town Meeting to include reference to Illicit Discharges.

An invasive plant, Japanese Hops, was discovered in the wetland replication area at Boxford Common. The Invasive Species Committee members and other volunteers worked many hours over the course of the summer and fall months to eradicate this plant from the wetland.

### **Conservation Commissioners and Staff**

Commission members devote numerous volunteer hours in the review of proposed projects, site visits, meetings, training, and attendance at conferences, including the fall and spring MACC Conferences. Several Commission members also have joint appointments on other Town committees. Joint appointments include Peter Delaney and Natasha Grigg on the Community Preservation Committee and Land Advisory Committee, and Kerri Lummus as the Chair of the Invasive Species Committee.

The Conservation Commission staff consists of Ross Povenmire as Director of Conservation, and Judi Stickney as the Commission's Minutes Secretary. Leanne Mihalchik provides clerical assistance on a shared basis with other departments.

Conservation Commission members (term ends): Peter Delaney, Chair (6-30-20); Frank DiLuna (6-30-20), Natasha Grigg (6-30-22), Alan Fowler (6-30-22), Mark Mitsch (6-30-22), David Smallman (6-30-20); Kerri Lummus (6-30-21).

## **LAKES, PONDS AND STREAMS COMMITTEE**

The Lakes Ponds and Streams Committee is an ad-hoc committee whose seven volunteer members are appointed by the Board of Selectmen to staggered two-year terms. The Lakes Ponds and Streams Committee has no independent regulatory or spending authority; its main purpose is to assist the Conservation Commission and the Selectmen in the management of Boxford's lakes, ponds and streams. The Committee is charged with identifying lake, pond and stream management issues for public discussion and study, such as: lake and pond drawdown, minimum discharge stream flow, management of invasive species, nutrient inputs, regulations relating to the use of lakes ponds and/or streams, beaver control, beach management, and public access. Other committee objectives include: the coordination of public outreach and education regarding lake, pond and stream issues, and to report to the Conservation Commission and Board of Selectmen with its findings and recommendations regarding such issues.

The Committee holds public meetings on the second Tuesday of each month or otherwise announced. Meetings normally begin at 7:30 p.m. The Committee works out of the Conservation Commission office, which is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 182.

There is not currently a quorum of members, however, and so the Committee has not been able to meet.

Brooks Tingle, Chair

Kerri Lummus

Vacancy

Vacancy

Vacancy

Vacancy

Vacancy



## LAND COMMITTEE

The Land Committee consists of five members: one from the Conservation Commission, one from the Planning Board, one from the Finance Committee, and two Members at Large. Our charge is to categorize and prioritize parcels of land for open space, conservation, active recreation, and municipal needs, and to assist the Selectmen in matters involving acquisition of land, easements and other real property interests.

During 2019, the Land Committee closely followed the newly rezoned Elderly Housing District overlay on Willow Road awaiting the landowner request to remove the parcel from Chapter 61 protection. We had a couple of inquiries about land interests but they still need further due diligence by the landowners.

The Land Committee encourages landowners contemplating the sale of their property, a donation of their property, or the placing of a Conservation Restriction on their property, to contact our committee so we can evaluate how your parcel affects our open space, recreational, and municipal needs. The Land Committee will, wherever possible, incorporate the Open Space and Master Plan when prioritizing parcels for protection.

For 2020 the Committee will meet on the second Wednesday of each month at the Town Hall if needed. This upcoming year the Committee hopes to focus on community needs and work with other town committees to determine how best to meet the long and short term goals of the town. We thank the citizens of Boxford for their continued support.

Current members;

Peter Delaney Chairman (Cons Com)

Bob Gore (Planning Bd.)

Peter Bernardin (Fin Com)

Natasha Grigg (Member at Large)

Stuart Saginor (Member at Large)



## **PERMANENT BUILDING COMMITTEE**

The PBC is currently charged with several initiatives related to maintenance and improvement of Town buildings and facilities. The current status of each of these is summarized below:

### **Boxford Common**

This project is now in the closeout phase. The turf on Field 2 is establishing itself well and the playing field is anticipated to go into service in the spring of 2020. Drainage improvements made in 2018 are performing satisfactorily.

A storage shed is planned for Boxford Common to house the equipment used to maintain the playing fields. The cost of the shed is included within the previously approved project budget. The bid opportunity has been posted in the Central Register and bids are due on December 18, 2019.

### **Town Hall/Library HVAC System Replacement and Building Envelope Repairs**

The 2019 Town meeting approved design phase services to support the process to conduct a competitive construction bidding process for these building improvements. A competitive solicitation for professional services was conducted and a team led by Gienapp architects was selected. Design work is underway with the intent of bringing a firm construction bid for approval at the May 2020 Town Meeting.

### **The Center at 10 Elm**

Design funding for this project was approved at the May 2019 Town Meeting. The project includes a historic rehabilitation of the Cummings House. The building would consist of approximately 5,000 square feet; and would provide accessible space for programs offered by the Council on Aging, youth programs and community groups. Multipurpose meeting rooms and kitchen facilities would serve a variety of activities. The 1979 former library addition would be demolished.

A competitive solicitation for Owners project Management services was conducted and a team led by Project Planning Professionals (P3) was judged to be most qualified. Contract negotiations are being conducted by the Town Administrator. Once the contract is executed, the OPM will provide assistance in the procurement of the architectural, engineering and other professional services needed to prepare the plans and specifications needed to obtain a competitive construction bid.

This project will receive partial funding from the Community Preservation Committee. The PBC will coordinate with the CPC to keep them informed throughout the design process.

It is expected that private fundraising would also cover a portion of the project cost. It is anticipated that this project would seek approval of construction funding no sooner than the May 2021 Town Meeting.

#### **Existing Community Center at 4 Middleton Road**

Several building maintenance items are being addressed:

- Second floor interior painting
- Installation of new wood flooring on second floor
- Replacement of accessible lift
- Exterior painting and miscellaneous siding and trim repairs

#### **Lincoln Hall**

- Window/ woodworking repairs

#### **Police Station**

Roof Top Unit has been replaced, flooring repairs

Weatherization improvements have been completed in collaboration with the Sustainability Committee. Reimbursement has been received from DOER.

#### **West Fire Station**

Kitchen upgrade and floor repairs have been completed.

#### **East Fire Station**

Ultraviolet heaters are being installed using DOER grant money.

#### **Boxford Capital Improvement Plan**

The Town is participating in an initiative sponsored by the Collins Center at UMass Boston intended to help municipalities improve their capital budget planning processes. PBC committee member Bob Hazelwood has been a significant contributor to this effort.

#### *Members*

*Margaret Chow-Menzer, Chair*

*Robert Hazelwood, Clerk*

*Scott Novack*

*Tom Duval*

*Richard O'Brien*

## **PLANNING BOARD**

### **Municipal Vulnerability Preparedness**

In 2019 the Town completed its Municipal Vulnerability Preparedness (MVP) planning report and was designated an MVP Community eligible for participation in MVP Action Grants.

### **Rezoning and Zoning Amendments**

The Boxford Planning Board successfully amended the Boxford Zoning Code to extend the lapse period of Special Permits from 12 months to 24 months. This amendment eliminated a discrepancy in the lapse rate between different sections of the Town Bylaw.

A proposal to rezone a parcel of land on Main Street and Silvermine Road proceeded to a Public Hearing before the Planning Board but was abandoned by the proponents prior to Town Meeting.

The Planning Board discussed a possible zoning amendment relating to fabric covered structures but ultimately did not pursue changes at Town Meeting.

### **Zoning Board of Appeals**

The Town's Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. The Planning Board appointed Pat Canonica to act as a liaison between the Planning Board and the ZBA. In this capacity, Mr. Canonica attends ZBA hearings and facilitates communication between the ZBA and the Planning Board. The Planning Board reviewed a total of ten ZBA cases in 2019.

### **Approvals Not Required**

The ANR process allows for all lots with sufficient frontage on existing roads and which meet other conditions under the Zoning Bylaws to be approved without having to go through the subdivision approval process. The Board reviewed two applications under the process of "Approval Not Required" (ANR).

### **Subdivision Activity**

There were no new subdivision applications received in 2019. Upon request by a prospective applicant, a clarification of the Subdivision Regulations was provided by the Planning Board relating to the maximum allowable length a cul-de-sac road.

### **Driveway Permits**

In 2008 a Bylaw was adopted to regulate the installation, construction and relocation of driveways. Normal maintenance, repair and repaving are exempt from the Bylaw. In 2019 two driveway applications were reviewed by the Planning Board.

### **Other Activities**

The Board reviewed and approved a farm stand application for Lillooet Farm.

The Board held three Scenic Road Act hearings for the removal of trees and disturbance of stone walls.

The Board participated in discussions leading to a Town Meeting warrant article supporting a Special Act of the state legislature allowing Boxford to issue two alcohol licenses. A request for a Special Act was subsequently made, and remains pending with the legislature.

### **Board Membership**

The members of the Planning Board are elected to five year overlapping terms of office as follows (term expires as indicated).

Bob Gore	Chair, Land Committee Representative (May 2020)
Chris Wise	Clerk (May 2020)
Ellen Nestervich	(May 2021)
Angela Steadman	Community Preservation Committee Rep. (May 2021)
Holly Langer	(May 2022)
Pat Canonica	ZBA liaison (May 2022)
John Adams	(May 2022)

Respectfully submitted,  
Robert C. Gore, Chairman



## **SUSTAINABILITY COMMITTEE**

The Sustainability Committee's primary focus in 2019 was to select and implement energy savings projects to take advantage of our Green Community designation grant of about \$132,000. Projects for the Police and Fire Stations were selected. The Police Station and the East Fire Station have by far used the most energy per square foot of all the Boxford buildings. The Police Station has also been the third highest overall user of energy (though well below the school buildings).

For the Police Station, we used grant money (in conjunction with MassSave incentives) to much better air seal and insulate the building. In addition, the Green Community grant provided the majority of the funding to replace two old rooftop HVAC units with more efficient units. Together these projects are projected to provide an annual savings of nearly 13MWh of electricity and 2800 therms of natural gas.

At the East Fire Station, the Green Community grant funded the replacement of a wall unit that provided A/C and resistive heating with a much more efficient heat pump. The grant (along with some MassSave funding) also paid for the replacement of existing heating systems in the garage bays with more efficient infrared heating units. Together these projects are projected to provide an annual savings of nearly 100kWh of electricity, 800 therms of natural gas, and 400 gallons of propane.

The Boxford Solar Array that the Sustainability Committee helped to create has continued to provide clean energy and save money for Boxford. In 2019, it provided the Town a total of nearly \$43,000 through net metering credits and other payments to the Town. Because the Solar Array generates more power than is consumed by the Town, Boxford built up additional credits and now has approximately \$98,000 in credits.

Gary Martin, Chair

Members: Marc Aronson, Pat Canonica, Keith Sampson, Holly Langer

## BOXFORD TREE WARDEN REPORT



Boxford has been certified as a Tree City USA by the Arbor Day Foundation and the Massachusetts Department of Conservation and Recreation for 13 years.

In addition to the routine maintenance of the towns trees, a notable achievement in 2019 was the collaboration made possible by the generosity of the Institution for Savings. This collaboration allowed for the donation of 15 trees for the use of the town. There are 3 different native species of trees. The trees are expected to be planted in the fall of 2020.

Respectfully submitted,  
Chris Olbrot, PE  
Tree Warden

## **ZONING BOARD OF APPEALS**

In 2019 the Zoning Board of Appeals heard twelve cases, eleven requests for special permits and one appeal of a decision of the Inspector of Buildings. Ten special permits were issued, the appeal of the Inspector of Buildings was withdrawn and one case was continued into 2020.

Of the ten (10) special permits issued, five (5) were for accessory in-law-apartments. The Zoning by-law allows for attached accessory in-law apartments, not to exceed 1000 square feet in size or 25% of the gross square footage of the home in size, whichever is less, in single family residence districts.

In addition to accessory apartment special permits, the Zoning Board issued three (3) permits for garage space for more than three vehicles. The Zoning by-law requires a special permit for the construction of garage space for more than three vehicles in single family residence districts.

The one appeal of the Inspector of Buildings decision involved a noise complaint. The application was subsequently withdrawn by the appellant after the Zoning Board suggested the landowner and the parties disputing the decision attempt to work out matter outside the zoning process.

Of the three (3) remaining cases opened in 2019, one site plan review/special permit was granted, one addition to a non-conforming lot requiring a special permit was granted and one case was continued into 2020.

Ralph Nay and Steve Merriam continue to serve as full-time voting members of the Board. Steve Merriam serves as vice-chair and Ralph Nay as clerk. David Peterson is an alternation and attends when called upon by the Board. There are two (2) unfilled alternate vacancies

Under the Zoning By-law the Planning Board provides a recommendation on each appeal, application or petition before the Zoning Board. In 2019, the Planning Board provided a recommendation for each case for which the Zoning Board rendered a decision.

Kirsten Stickney continues to serve as the Board's secretary. Kirsten serves as the Board's point of contact at Town Hall, provides administrative support and is the Board's minutes secretary.

The Board meets at 7:00 p.m. the fourth Thursday of each month and at other times as necessary.

The Board has one case which continues to make its way through the U. S. District Court, Massachusetts District.

### **Varsity Wireless, LLC v. Town of Boxford**

Varsity Wireless is challenging a denial of a variance and special permit to construct a monopine telecommunications facility at 12 Mortimer Road, under the Federal Telecommunications Act.



The Town is represented by special counsel in this matter.

Respectfully Submitted,

Paula Lia Fitzsimmons, Chair

**Board Members**

Paula Lia Fitzsimmons, Chair

Steve Merriam, Vice Chair

Ralph Nay, Clerk

David Peterson, Alternate



# Community Services

- Border to Boston Rail Trail Committee
- Boxford Cultural Arts Council
- Council on Aging
- Boxford Historic Districts/Historical Commission
- Recreation Committee
- Recycling Committee
- Veterans' Services



## **BOXFORD BORDER TO BOSTON RAIL TRAIL COMMITTEE**

The last few years were still very slow waiting for MASS DOT to construct a paved trail within the three towns of Boxford, Georgetown, and Newbury and waiting for the drafting and signing of a 99 year lease from National Grid to permit these three towns and MASS DOT to move forward on the B2B trail project. For example, a public meeting by MA DOT was again not held for the past two years. The next section MASS DOT plans to build is from Georgetown Road, Boxford north into Georgetown. We still hope this will be completed in the next 3-5 years if there are not more delays.

While waiting for MASS DOT and National Grid, the Boxford B2B trail committee has maintained the rail bed: cutting brush and mowing, placed signs for a parallel on road route, and completed the stone dust trail in BTA/BOLT's Hemlock Junction, which is across from the Kelsey Arboretum and provides a safe passage to the trail, avoiding the old dangerous Kelsey Road crossing. Hemlock Junction also provides trail users with a parking area and a pleasant resting spot with picnic benches and bike stands. For now, the Boxford B2B Trail is open and usable by walkers, runners, and mountain bikers as a rough, dirt, single-track trail and road bikers can follow the signed on-road route. The Kelsey Arboretum perimeter trail is also open, except during snow cover. We did get a \$20k grant this past year from Boxford's CPA funds to improve the trail south of Pye Brook Lane to the Topsfield town line. We expect our DPW to add stone dust to that section of trail in April, 2020. It will then be possible to ride over 10 miles off road from Pye Brook Lane to Peabody and virtually all the way to the North Shore Mall off road. We hope this connection to completed trail in towns south of us leads to more usage of our trail in Boxford.

Respectively submitted by Al Nierenberg, Tony Brogna, Carole and Steve Davis, Mark Phelan, and David King.

## BOXFORD CULTURAL COUNCIL

The Boxford Cultural Council (BCC) is a community organization supported through funding from the Massachusetts Cultural Council, a state organization which disperses over twelve million dollars annually to support and promote art/music, science, and the humanities locally. The BCC is made up of community members who vet and vote on grant applications submitted to us on an annual basis. We believe that a strong presence of the arts, science and humanities is essential to build a strong community and a thriving educational system. Our primary objective is to develop and fund projects that weave these elements into the fabric of our community. The BCC actively encourages local artisans, musicians, scientists, teachers and school organizations to submit grants for consideration to the Cultural Council.

The 2020 grant cycle garnered 20 grant applications, of which 10 were funded. Among the council grants approved for the 2020 grant cycle, are the following:

### **This year's grants include:**

#### **Applicant**

Delvena Theatre Company  
Gregory Maichack  
Denis Cormier  
Delvena Theatre Company  
Christina Eckert  
Scott Jameson  
Scott Santino  
Anne Loyer  
Boxford Elementary School Trust (BEST)  
Pam Blaquiére COA

#### **Project Title**

Meet Julia Child  
Pastel Print – Georgia O’Keefe  
Hands on History  
A Christmas Carol  
Brass Band at Fourth of July Parade  
Imagine Your Story  
Spring Birdwatching  
Oceans of Rivers  
Archeological Dig Simulation Grade 4  
St. Patrick’s Day Party

To learn more about the Massachusetts Cultural Council, or apply for a grant, check out [www.massculturalcouncil.org](http://www.massculturalcouncil.org). There are openings on the Council this coming year.

We encourage Boxford residents to apply. We meet in the fall and winter as needed.

### **Boxford Cultural Council Members:**

Anna Barbieri 2021, Chair

Sarah Arrigo 2021, Member

Kathleen Zolla 2020, Publicity

Marya DeCarlen 2020, Member

Stephanie Meegan 2021, Secretary

Carole Davis 2022, Member



## COUNCIL ON AGING

The Boxford Council on Aging had an incredibly productive year. Teamwork was the watchword for 2019. The COA was able to complete goals by collaborating with seniors, our dedicated staff, the town boards and our volunteers. The COA runs on the energy, creativity and optimism of its staff. The year also brought some big changes to our staff with the retirement of longtime secretary Elaine Spiro and van driver Jack Hawkswell. We were fortunate to fill our vacant secretarial spot with a longtime Boxford resident, Lisa Giuliano. A familiar face, Joan Rollins, has been stepping in to help with the driving until a permanent replacement can be found. A new part time Social Worker, Lisa Waxman also joined us in September.

Pam and the COA Board lobbied for and were successful in hiring a social worker for the COA. Social Isolation, food insecurity, failing health, hoarding, the loss of a loved one; these are all issues that negatively impact older adults. We want *all* of Boxford's seniors to be able to age-in-place — the seniors we see on a weekly basis and those who are struggling alone. Our social worker will work to identify the seniors who are most at risk and get them the services they need. The training for this part time position will be ongoing. Boxford is a rural community and it will be important for the social worker to build connections in town.

Pam and the board worked with the PBC to come up with a To-Do list for the 4 Middleton Road facility. These projects will put safety first and will include: a new lift, new flooring on the second floor and repairs and paint for the exterior and ramp. These efforts are continuing in to the new year. The ongoing organization, clean-up and purchase of built-ins helped to improve the flow, safety and overall appearance of the building. Again, Pam and her staff worked above and beyond to get these tasks completed without any interruptions to our senior activities.

Perhaps the biggest news for the COA, its staff and patrons was the passage of Article 11 at the May Town Meeting. As noted in previous year's reports, it has become nearly impossible for the COA to meet its mission of *improving the quality of life and encourage maximum independence for older adults by meeting their health, economic, social and cultural needs*. Recognizing this pressing need, 80% of Boxford's voters approved the funding of the design phase for a new Community/Senior Center at 10 Elm Street. The plans will include the incorporation of the Cummings House into the space. The 10 Elm Foundation was formed to act as the fundraising arm of the COA.

Article 11 had the support of every committee and board in town and the COA made sure that all our senior voices were heard. Pam, her staff and volunteers fed and filled a bus with seniors to make sure that anyone who wanted to vote was in the Masco auditorium. It was an inspiring night.

The COA's programs ran smoothly with no turnover of instructors. Classes were well-attended throughout the year. In the new center the COA looks forward to being able to increase its programming and extend their hours to accommodate the varied interests of our seniors.

The Boxford Council on Aging offered many of their most popular events and also hosted some new celebrations for seniors and their families and friends. The COA held a pasta supper in partnership with the Boxford Community Kitchen before the Historic Society's Grand Illumination. We served hundreds of meatballs, sang dozens of carols before and after the holiday

stroll and strengthened our neighborhood ties. The 10 Elm Foundation, with the help of the Boxford Elf illuminated the Cummings House for the first time in the event's history

We would like to recognize the Friends of the COA, the Institution for Savings and the Fire Department for their generosity. And we would be remiss not to thank the DPW for the tremendous amount of help that we get from them throughout the year. Thank you to all the boards and committees that helped the COA enact all of these forward-looking changes in 2019.

And as always, the Council on Aging needs to thank the hard work and commitment of its team. The volunteers, the staff and the seniors who show up out of a sense of community and caring for their neighbors. There is no other organization in town that has as many devoted members who believe in service to the greater good. The older population in Boxford continues to grow and will want to age in place. The demand for our services will see a dramatic increase in requests not only for support services and in programming. We will need these caring and concerned citizens and many more like them as we head into 2020.

## HISTORIC DISTRICTS COMMISSION

The Boxford Historic Districts Commission (HDC) was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C, the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In the Commission's continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship, copies of the current Design Guidelines (revision/updating due in Summer of 2020) at the Town Clerk's office and on the Town of Boxford website. They have also been sent to the real estate offices in Boxford / Topsfield area and in the major markets surrounding the town. Applications can also be found on the town website. Note: There is no longer a fee for an application for a Certificate of Appropriateness.

In 2019 we had a diverse range of hearings: from temporary signs for various community projects, a variety of restoration and renovation projects in both the Boxford Village Historic District and the Howe Village Historic District, additional updating at Cleaveland Farm and the Lillooet Cheesery and a new plan for a Community Center / Council on Aging building was introduced by the 10 Elm Foundation,

Currently, the Commission has openings for three additional members: an architect, an attorney and an alternate. If interested in volunteering, please call or get in touch with any one of the members of the Commission, the Selectmen or Town Administrator Alan Benson.

The Historic Districts Commission meets on the fourth Wednesday of every month starting at 7:00 PM, at the Community Center on Elm Street. The purpose of the meetings is to hear and act on requests for Certificates of Appropriateness, Certificates of Non-Applicability or Certificates of Hardship. We encourage and welcome all interested residents and guests to attend.

Respectfully Submitted,

Wendy Perkins  
Chairman

Members:

Wendy Perkins, Chairman  
Virginia Havey, Vice Chairman  
Heather Barry  
Chris Barendsfeld  
Andrew Gori  
Nancy Merrill



## **BOXFORD HISTORICAL COMMISSION**

The Boxford Historical Commission is responsible for overseeing community-wide preservation planning and the overall care of the town's historic assets. The following are some of the 2019 projects that have been completed and new proposals that are planned for 2020:

### **Little Red School House**

The Friends of the Little Red Schoolhouse are working diligently to renovate and restore the Little Red Schoolhouse. They have almost completed the window restoration and new siding on the exterior is planned for the spring of 2020. They are looking for funds, grants and hands-on volunteers to help complete the project. If you would like to join this exciting effort please notify either Laurie Rowan at [Rowan.Laurie@gmail.com](mailto:Rowan.Laurie@gmail.com) or Julie Diamond: at [Julianna12381@gmail.com](mailto:Julianna12381@gmail.com).

It is the hope of the Commission that Little Red Schoolhouse will become a “window” into school life in the 1860s. It is their mission to have the school be used in the way the Haynes family envisioned when they gave Boxford's last remaining one-room schoolhouse for the use of the children of the town.

### **Community Preservation Committee.**

Virginia Havey represents the Commission on the Community Preservation Committee (CPC). Hopefully, at least one project on the Historical Commission agenda will be presented to the CPC in 2020, to ask for funding to hire a Preservation Specialist to complete a full inventory of the historic assets and dwellings in the town.

### **Inventory of Historic Properties**

It is the hope of the Commission 2020 to have the support of the community to send out another Request for Proposal for a Preservation Specialist to inventory our historic properties. In order for homeowners, that do not reside in either of the historic districts, to be listed in the National Register of Historic Places, the property must be listed in a current Massachusetts Historical Commission inventory. Since Boxford's inventory is outdated, homeowners are prevented from being listed in the register and, more importantly, are restricted from applying for restoration grants and placement on the National Registry of Historic Places. It is the hope of the Commission to obtain CPC funds for this long overdue project.

### **Cleaveland Farm and Eagle's Nest**

The Boxford Historic Districts Commission holds the preservation restriction on Cleaveland Farm and the Boxford Historical Commission holds the preservation restriction on Eagle's Nest. The properties are visited and/ or reviewed on an annual basis and any changes in the exteriors must be approved by the commissions.



Respectfully submitted,

Wendy Perkins  
Chairman

Members:

Wendy Perkins, Chairman  
Virginia Havey, Vice Chairman  
Heather Barry  
Chris Barendsfeld  
Andrew Gori  
Nancy Merrill

## RECREATION COMMITTEE

### THE BOXFORD PARK PROGRAM

The Boxford Park Program is run by the Town of Boxford, supervised by the Recreation Committee. For the summer of 2019, the Park Program ran 3 hours a day 9:30-12:30, on Tuesdays, Wednesdays and Thursdays, June 25 – August 1, at Cole School.

- 415 Children Registered (439 in 2018)
- 51 Local High School and College Students Employed (52 in 2018)
- 58 unpaid interns (66 in 2018)
- 39 counselors-in-training (55 in 2018)

Certified teacher and Boxford mom Nancy Coughlin continued as the Park Director. Certified teacher Jessica Fuller, Boxford mom Barbara Bruker, and Patti Maffeo, a longtime paraprofessional at Cole, returned as Assistant Directors. Cole School Nurse Katie Barber and Boxford parent/Newburyport School Nurse Kimberly Putney job-shared the Nurse position. Nikki Meader and Michele Delfino continued as Art Directors to organize crafts.

Other events for program participants:

- Orientation for park employees, including speakers about First Aid, Guidance, Legal Issues, and Police.
- Bike Safety Day, including a bike ride from Cole School through the Townsend Farms loop and back, coordinated with the Boxford Police to keep the roads safe
- Fire Safety Day, coordinated with the Boxford Fire Department, in which they brought the fire truck to the Cole playground and taught the kids how to put together the hoses.
- Tie-Dye Day, during which the kids were able to dye their own T-shirts
- Multiple days with inflatable water slides and jousting

Participating families pay a nominal amount to join the Park Program; this income goes to pay the local high school and college students who work as Park Instructors. The Park stayed within budget in 2019 and maintains a positive balance going into 2020.

Planning is already underway for 2020. The application for counselor positions is available on the website; applications are already coming in.

*Christina Eckert*

## CAMP SACAJAWEA/ STEPPING STONE

The RecCom continues its relationship with our tenant, the Greater Lawrence Educational Collaborative. Their summer day camp program for severely handicapped children operates during July and August. John Rowen did notice that several doorways and windows are in need of repair, and recommends looking into Essex Tech carpentry students as a possible solution, likely under the supervision of the Permanent Building Committee.

Boy Scout and Girl Scout groups use the facilities during weekend and off-season periods and are regularly involved in trail maintenance at the camp and for Spring cleaning chores. Boxford organizations and individuals may enjoy the Stiles pond waterfront at the camp for picnics and outings by applying to the RecCom for availability and use conditions. Access to the camp land by other groups such as Boy Scouts or Girl Scouts still must be authorized by us with prior notification.

There were no issues relating to Camp Steppingstone requiring intervention by the Rec. Comm. during 2019. Other than an occasional walk-through to inspect the property, no problems were brought to our attention. Our Tenant manages the facility more than adequately. The Boxford PD regularly patrols the area. Sometimes trespassers (there is legal signage) go there to fish and leave trash behind which I have collected and disposed.

*John A. Rowen*

## TRAILS

Everyone who enjoys the Boxford trails system owes a special "Thank you" to many volunteers and the BTA/BOLT, Inc. trails committee. Volunteers maintain the Boxford trail system which includes the Bay Circuit trail thru Boxford. Trail users often return after a walk/run, as a volunteer, to remove a downed tree from the trail or cut back brush that is growing into the trail. Boxford is a "volunteer town." Every year BTA/BOLT thanks the two Boy Scout Troops for their keen interest in helping maintain the Boxford trail system.

Memberships and donations to BTA/BOLT's IRS tax-exempt 501c3 organization are always appreciated so that all Boxford children, adults and visitors may develop a love of the outdoors through utilization of our well-maintained trail system.

The fourth edition of "The Boxford Bay Circuit Guide To Walks in and around Boxford," has been renamed Boxford Trail Guide. The first guide book, The Bay Circuit Guide to Walks in and around Boxford was printed in 1991 with a grant from the National Park Service River & Trail Conservation Assistance Program. Two other updates were printed in 1995 and 2005.

This trails guide book, a children's trail/nature activities book, and the Boxford Trail Map, are available through BTA/BOLT (978-887-7031), the Boxford Town Hall/Library, Boxford Community Store, and West Boxford Provisions.

## PARADES

The Town Budget provides funds to the Recreation Committee to hold the Memorial Day and July 4th parades. The Memorial Day Parade is coordinated by the James L. Melvin Post #379 American Legion. Ron Holmgren planned the event and was assisted by other members of the Post. The Spofford Pond School Band provided music for the parade and ceremony. Members of the Boxford Fire Dept. march in the Memorial Day Parade, along with the Board of Selectmen, Boy Scout, Cub Scout and Girl Scout troops. Ceremonies alternate between East and West Villages year to year. In 2019 the parade was in the East Village, in 2020, it should be in the West Village.

John Rowen and the BAA (Boxford Athletic Association) organize the Annual July 4th Parade and the Jennifer Tinney Road Race. In 2019, the 4<sup>th</sup> of July fell on a Thursday and was well attended.

## BOXFORD ATHLETIC FIELDS

The Boxford Athletic Fields are maintained by the Department of Public Works (DPW) and DPW Director, with oversight by BAA.

## BOXFORD PICKLEBALL

Boxford residents continued to enjoy the new Pickleball courts behind the police station. Pickleball is a tennis-like game gaining in popularity across the country, especially among seniors.

Volunteers organized a Monday and Friday schedule of pickleball lessons and games throughout the summer. 10-12 players showed up for each session. When the weather got cold, players were invited to join an indoor league. We anticipate we'll have more participants in 2020.

Respectively submitted,

John Rowen  
Christina Eckert  
Paige Andrews  
Jon Schwartz  
Maria Simonetti  
Tony Pane



## RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2019 our town recycled approximately 36% of our trash. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees. China's "National Sword" policy of severely restricting accepting US recyclables has disrupted recycling markets. Vendors are demanding zero contamination from collected recyclables. Absolutely **NO** plastic bags, **NO** Styrofoam and **NO** liquids or food can be accepted in recycling bins.

There is no direct cost to residents for the curbside collection of recyclables; the trash sticker fee covers this expense. However, there is a charge for some of the items at the Drop-Off Center, 7 Spofford Road. Residents are encouraged to pay any fee at the Drop-Off Center by checks made out to the Town of Boxford. We remind residents that they may **ONLY** drop off recycling items on **Saturdays from 8 AM to 3:30 PM** when an attendant is present to supervise and collect fees. Due to increased costs, we have had to increase fees at the Drop off Center.

Residents can drop off their used motor oil which will be hauled away and recycled. Motor oil and oil filters may only be dropped off on the **first Saturday of every month between 8 AM and Noon for a fee of \$1 per gallon or oil filter.**

Our Town applied for and received a recycling grant from DEP for \$8,400 which the Recycling Committee will be deciding what projects can be funded within the grant guidelines.

This year we continued collecting and disposing of unwanted prescription medications. Residents can drop off capped bottles of prescription medications 24 hours/day, seven days a week in the lobby of the Boxford Police Station. No syringes, needles or sharps can be accepted at this drop off, but needles can be dropped off at Board of Health office, 2<sup>nd</sup> Floor of Town Hall, on **Mondays through Thursdays from 8 AM to 2 PM.**

Cooperative, successful, and continuing events this past year included a Paper Shredding Day and an April Earth Day celebration in conjunction with the Boxford Village Garden Club and our thirty-third annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in November. **Our 2020 HHW collection will be held this fall.** Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

Through an agreement with the Town of Topsfield's Road Commissioners, Boxford residents continue to have access to Topsfield's composting site. For a **\$10** fee per visit payable by first purchasing a compost ticket in Boxford, residents can drop-off brush and yard waste at Topsfield's Highway Facility, 267 Boston St., between April 1 and Nov. 15 from 9 AM to 1 PM on Saturdays.

One of our members on the Recycling Committee, Patty Hojnowski- Diaz, moved out-of-town and a new member, Laura Dike, joined the Committee.

Please note that our vendor, *Helpsy*, will pay our town for collecting acceptable items in their bin at the Drop-Off Center. Items accepted include: hardcovers and paperbacks, CDs, DVDs, audio books, records, textbooks. (They no longer collect encyclopedias or home made recorded or taped

media.) They also accept clothing, textiles, shoes and bedding which just needs to be clean and dry.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who picked up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

For easy access to timely recycling information residents can visit the Town's website's recycling pages at [www.town.boxford.ma.us](http://www.town.boxford.ma.us). Check out [www.freecycle.org](http://www.freecycle.org). Remember to "Buy Recycled": buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during calendar year 2019 MATERIALS  
TONS UNITS

**Single Stream: Mixed Paper & Cardboard & Commingled**

Rigid Plastic Containers #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans

**TOTAL CURBSIDE** 990

Corrugated Cardboard	60	Tires	103 car
Scrap Metal & Appliances	59	Auto Batteries	50
Computers/TV	18	Motor Oil	1350 gallons
Helpsy (books)	2	Oil Filters	2 (55-gal )
Textiles	16		
Salvation Army bins	5	Propane Tanks	41(20#) 11 (1#)

**EST. DROP-OFF** 160


Combined Tons Diverted(Recycled)	1150
Disposed Trash	2025
Estimated Diversion Rate	36%

Karen Sheridan, Chair  
Georgia Cameron  
Joanna Daniel  
Laura Dike  
Linda Shea



## CURBSIDE RECYCLING

Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	No pie plates, foil, cans with paper or plastic parts.
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, remove caps or corks. O.K. to leave paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean.	No cans with paper parts No paint cans. No automotive product cans. No scrap metal.
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	No waxed/coated paper. No plastic bags.
PLASTIC 	Only rigid <b>containers</b> marked: #1 – PETE, #2 – HDPE, #3 – PVC, #4 – LDPE, #5 – PP, #6 – PS, or #7 – OTHER	Rinse clean.	No item that is not marked with the numbers listed inside the recycling logo. No Styrofoam No plastic bags No containers of motor oil, paint, aerosol or hazardous materials No food or liquids
<i>Use it up, wear it out, make it do, or do without.</i> New England Proverb			

These items can only be recycled at curbside, **NOT** drop-off.  
 The reverse holds true for the drop-off items, only drop-off **NOT** curbside.

12/31/19



### Drop-Off Recycling Center

Located behind DPW Garage, 7 B Spofford Road  
Open Saturdays from 8:00 A.M. to 3:30 P.M.

Checks made payable to  
Town of Boxford

Material	What To Recycle	Preparation	Do Not Include
<b>Aluminum</b>	Pans, foil	Rinse clean.	
<b>Batteries</b> Motor Vehicle *Fee \$5 Button  Ni-Cd Rechargeable	Car, truck, motorcycle, open cell  Small buttons used in watches, hearing aids, pacemakers, cameras  Batteries in power tools, computers, camcorders	Place in marked bin.  Place in marked container.  Place in marked container.	No alkaline household batteries.
<b>Bulky Items</b> *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
<b>C&amp;D-Construction&amp;Demolition</b> Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
<b>Corrugated Cardboard</b>	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened.  Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
<b>Textiles &amp; Books</b>	Books, videos, CDs, DVDs, records, LPs, sport cards, comic books, clothing, textiles, shoes	Place in <i>Helpsy</i> container	No Magazines, catalogs, directories
<b>Metal Appliances</b> Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	Doors off.	No TVs, wood, cement, tires, plastic parts.
<b>Mercury-bearing Items</b> *Fee: \$2 most items \$3- 8 ft. bulbs, broken bulbs	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
<b>Salvation Army Items</b> Large item pick-up, call (617) 231-0803	Clothes, shoes, blankets, sheets Small appliances Household items, Toys	Clean, reusable. Boxed or bagged, must fit in container.	No soiled, torn, broken, unusable, or items too big to fit in bins.
<b>Scrap Metal</b> *Fee based on volume	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
<b>Televisions &amp; Computer Monitors, Printers</b> *Fee: \$30 – up to 31 inch \$40 – 32- 46 inch \$50- 47 in +, console	TVs, Computers, Monitors, CPUs, VCRs, DVDs, Stereos, Scanners, Fax Machines, Printers	Place in CRT marked bin	
<b>Tires</b> *Fee: \$5.00 each car tire \$10.00 each truck tire	Small truck or car	Rims okay.	
<b>Waste Motor Oil &amp; Oil Filters: \$1 per gallon/filter</b> 1st Saturdays of Month <b>Only</b> <b>8 AM to Noon</b>	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

12/31/2019



## QUICK FEE SCHEDULE

### DROP-OFF RECYCLING CENTER

Residents must check in with Recycling Attendant who will determine and collect fees. Checks made out to the Town of Boxford are encouraged.

#### APPLIANCES & METAL ITEMS

Refrigerators	\$25.00
Dishwashers	\$15.00
Washers/Dryers	\$15.00
Humidifiers/ Dehumidifiers	\$15.00
Oven/Stoves	\$20.00
Water Tanks	\$15.00
Microwave Ovens	\$ 10.00
Gas Grills	\$ 10.00
Lawnmowers	\$ 10.00
Propane Tanks (20lb)	\$ 5.00
Propane Tanks (30lb)	\$20.00
Bicycles	\$2.00

#### LARGE BULKY ITEMS

##### Mattress or Box Spring

Single/double	\$20.00
Queen/king	\$25.00
Sofas	\$35.00
Sleep Sofas	\$40.00
Stuffed Chairs	\$25.00
Recliners	\$30.00

#### Mercury & Fluorescents

Mercury Items	\$2.00
Bulbs under 8 ft.	\$2.00
Bulbs 8 ft. & over	\$3.00
Broken glass bulbs	\$3.00

#### CONSTRUCTION & DEMOLITION

Depending on volume ranges from:

\$10.00 per 32-gallon barrel

\$30.00 per car trunk

\$35.00 per cubic yard

\$75.00 per 1/2 ton pick up truck

\$100.00 per pick-up truck load,

Includes: wood furniture, shingles, piping, tiles, brush, plumbing fixtures, plate glass, doors, windows, sheet rock

#### TIRES

Car Tires	\$5.00
Truck Tires	\$10.00
Auto Batteries	\$ 5.00

#### TELEVISIONS & COMPUTER MONITORS

Up to 31 inches	\$30.00
32- 46 inches	\$40.00
47 & over, Console	\$50.00
Monitors	\$10.00
CPUs	\$ 5.00
Printers	\$10.00

#### Motor Oil & Oil Filters

Oil filter	\$1.00
Each gallon	\$1.00

**DEPARTMENT OF VETERANS SERVICES  
NORTH ANDOVER / BOXFORD DISTRICT**

The Department of Veterans ' Services is to advocate on behalf of all the Commonwealth's Veterans and provide them with quality support services and to direct an emergency financial assistance program for those Veterans and their dependents who are in need of benefits and services. In 1946, the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The Veterans Service Officer (**VSO**) is located at the North Andover Town Hall on Main Street. Walk-ins are always welcome however; we recommend calling first to ensure a representative is present.

**OFFICE HOURS:**

Monday 8:00 to 4:30, Tuesday 8:00 to 6:00, Wednesday & Thursday 8:00 to 4:30, Friday 8:00 - 12pm

Office (978) 688-9525 or for urgent matters, mobile (978) 807-7286, or e-mail at [jleblanc@northandoverma.gov](mailto:jleblanc@northandoverma.gov)

**SERVICES PROVIDED AS DIRECTED BY THE COMMONWEALTH OF MASSACHUSETTS:**

Financial assistance

Medical Services

Educational & Burial Benefits

Property Tax Exemptions

**Veterans War Bonus**

Gold Star Mothers & Fathers Annuities

Obtaining copies of discharges

Replacement of Service Medals

Burial Internment for Veteran and Spouse

V.A. Home Loans and Education Benefits

Life Insurance and Widows Pensions

Veterans Disability Comp & Pensions

V.A. Hospitals / Clinic Enrollment &

Prescription plan

*All of these programs are subject to eligibility according to State and Federal Guidelines.*

**Expenditures:** The Veterans Services salary and office expenses for FY21 total \$ 85,455.86. The Town of Boxford apportionment for salary and office expenses total \$19,227.57

**Enhancements:** Joe will have regular set times at the Boxford Council on Aging on the 1st and 3rd Thursday from 9-11am. Joe will continue to participate in community and outreach events in Boxford to further foster the relationship between the office and the Veterans we serve.

**NORTH ANDOVER / BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:**

Joseph LeBlanc

District Director of Veterans Services

Alan Benson

Boxford Town Manager

Melissa Rodrigues

North Andover Town Manager



**Are you a veteran or a widow(er) of a veteran?**

**Is your income less than \$ 2,081.00 per month (single applicants) with cash assets below \$5,000.**

**Married Veterans, is your combined income below \$2,818.00 month & cash assets below \$9,800.**

*Primary residence and automobiles are not counted as assets*

**If so you may be entitled to**

**REIMBURSEMENT of your MEDICAL EXPENSES**

**and/or**

**FINANCIAL ASSISTANCE**

**Under Massachusetts General Law Chapter 115**

**Call your Veteran's Service Officer for more information**

**(978) 688-9525**

## VETERANS' GRAVES OFFICER

All Veterans' Graves were decorated for 2019 with a flag before Memorial Day. The graves were inspected and are all in good order with the exception of the Perkins lot. The number of Veterans' Cemetery lots for 2019 are as follows:

Boxford Village Cemetery	131	Brookside Cemetery	76
Georgetown Road		Main Street	
East Boxford Village		West Boxford Village	
Harmony Cemetery	43	Mt. Vernon Cemetery	121
Ipswich Road		Mt. Vernon Road	

Flags were replaced at all Veterans' Monuments this year: (3) The Melvin Green Monument, (1) the Fireman's Monument in the East Village, (1) the Veteran's Morse-Parker House Memorial Park Monument on Washington Street, (1) The Ancient Cemetery, (1) The Camp Curtis Guild at Round Top Memorial Site , (1) Jacob Perkins Grave/Lot Behind 99 Great pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street, (4) at Killam / Curtis Cemetery behind Masconomet Ball fields and (1) Col. Thomas Knowlton Memorial at West Boxford Historical Society Building.

Javier G. Morales  
Veterans' Graves Officer  
02/09/2020





# Independent Services for the Town of Boxford

- Boxford Cable Access Television (BCATv)
- Boxford Trails Association/Boxford Open Land Trust (BTA/BOLT)
- Healing Abuse Working for Change (HAWC)
- Historic Document Center
- Tri-Town Council on Youth and Family Services



## **BOXFORD CABLE ACCESS TELEVISION (BCATv)**

501(c)(3) Non- Profit

[www.BoxfordCableTv.com](http://www.BoxfordCableTv.com)

Boxford Cable Access Television Corporation, Inc (BCATv) is a registered 501(c)(3) non-profit public charity, which currently operates 3 local cable television stations accessible by the residents of Boxford:

- Public Access           Comcast: Ch 8           Verizon: Ch 45
- Government Access   Comcast: Ch 22          Verizon: Ch 39
- Educational Access   Comcast: Ch 99          Verizon: Ch 40
- 

During 2019 we videoed and broadcasted 203 public meetings that occurred at Boxford Town Hall and other meeting venues. Meetings that are held in Meeting Room 1 at Boxford Town Hall are typically broadcast live on Ch 22/39 and streamed on [www.BoxfordCableTv.com](http://www.BoxfordCableTv.com). Meetings in Meeting Room 2 are also broadcast live, if there is no meeting in Meeting Room 1.

Our staff of 25 paid interns, ranging from students 12 years of age to college age, plus a resident enjoying retirement, videoed 466 local events in 2019. These events reflect each videographer's individual interests, such as music, sports, lectures, parades, school events, etc. Most of these videos can be viewed in High Definition on our website: [www.BoxfordCableTv.com](http://www.BoxfordCableTv.com).

We also aired over 50 religious services donated by a local house of worship, as well as another 715 videos of various subject matters of local interest provided to BCATv at no charge by other cable stations and independent producers.

During this past year we continued to live broadcast on our website many events, such as the Masco Senior Week activities; Masco Soccer, Basketball, Field Hockey, Baseball, and concerts; Spofford and Cole School events, such as Sticks & Stones, and band concerts; BAA Men's Softball games, and the BTA/BOLT Running Festival. These live broadcasts incur minimal extra cost and are very well received by the general public.

BCATv sponsored Ben Coughlin from Boxford and Evan LeClair from Topsfield in the Masco Senior Internship Program, which runs for 5 weeks following April school vacation. Brad Sweet was their on-site mentor. Using our green screen equipment, Ben and Evan produced 8 episodes of "The B&E Show", which was a spoof talk show featuring many of their friends as guests.

4 years ago, we established a scholarship fund for graduating seniors who have made significant contributions to BCATv over the years. Using proceeds from ongoing DVD sales, we awarded a \$500 scholarship each to Samantha Bertinato, Ellie Scheirey, Ben Coughlin and Ross Cooper of Boxford, Ben Demers of Topsfield, and Quentin Callewaert of Byfield. All 6 have been regular contributors starting as early as 8<sup>th</sup> grade. We also received a \$200 corporate scholarship contribution from a local Boxford resident which has been added to this fund.

Having 6 contributing seniors graduate does present a challenge trying to replace them, especially trying to cover Masco Fall and Winter events. We do have several new young recruits who have started to contribute on a regular basis, and we look forward to recruiting more.

In January 2019, Max Simonelli received a Mass Media eXchange (MMX) award in the “scripted category” for a horror video he produced at BCATv studio the summer of 2018.

This January our “Cole Sticks and Stones” video from November 2019 was one of three finalists in the “music category”. We submitted a total of 3 videos from 2019, including an episode of the “The B&E Show” plus a pilot episode of “West and Delta” created by Alex Simonelli.

This past summer we sponsored a lecture/concert series, “How Blue Can You Get?”, that ran 7 weeks, including 5 lectures by Boxford resident Charlie Sawyer, and 2 concerts by his blues band “2120 South Michigan Avenue”. Boxford, Topsfield, Middleton and Georgetown libraries all worked together to host a lecture and/or concert. Salem 5 Cents Savings Bank made a generous contribution towards the cost of this undertaking. The concert at Georgetown library was recorded using 5 cameras and can be viewed on [www.BoxfordCableTv.com](http://www.BoxfordCableTv.com).

Due to the Town Hall envelope renovation project, equipment upgrades in Meeting Room 2 and Conference Room 1 have been put on hold until the project has been completed.

The Town of Topsfield renewed BCATv’s contract to manage the Topsfield Cable Access Media (TCAM) station through June 30, 2020. (We have already submitted a proposal to Topsfield for Fiscal 2021.) BCATv has been providing 24/7 programming as well as live coverage of select government meetings. All additional costs related to this contract are paid for by Topsfield cable subscribers, plus Topsfield shares approximately half of the cost of BCATv produced Masco events, Tri-Town sporting events, and concerts that are broadcast in both towns.

Jonathan Rivers continues to remotely schedule the TCAM channel on a weekly basis. Noah Demers from Topsfield has religiously setup equipment at Proctor School for Topsfield School committee Meetings. We installed at Topsfield’s expense, a similar Hi Def remote controlled 2 camera system in the Selectmen’s meeting room at Topsfield Town Hall. Noah and Brad use this system to record the bi-weekly Topsfield Selectmen’s meetings.

2019 was a very busy year for all of us at Boxford Cable Tv and 2020 looks to be even busier!

Respectfully submitted,

Brad Sweet, General Manager and Controller

Rick Rivers, President; Melissa Scheirey, VP; and Doug Dillon, Treasurer - Boxford Cable Access Television Board of Directors



## **BOXFORD TRAILS ASSOCIATION/BOXFORD OPEN LAND TRUST (BTA/BOLT, INC.)**

BTA/BOLT, INC. had a productive year, and we are looking forward to new projects in 2020. Jessica Grigg and Jeffrey Hixon are now our new President and Vice President respectively and Catherine Wallace has taken on the position of Treasurer.

Hemlock Junction was completed this past spring. BTA/BOLT board members, Boxford's DPW, people from the B to B Trail Committee and others helped us to install a useful and attractive connecting trail from the power lines at Pond Street, through Hemlock Junction, across the road to the Kelsey Arboretum and back to the power lines at Georgetown Road. The site includes a small parking area, a resting area with ADA compliant picnic tables, a bicycle rack donated by the Topsfield Bike Shop, a commemorative bench to our former president, Natasha Grigg, and a kiosk.

The "Nason bridge" in West Boxford was completed. There is a bench at the head of the trail to the horse worthy bridge which allows access onto the large, scenic Nason parcel. This area encompasses hundreds of acres of open space, some private and many town-owned, a gorgeous pond and connects to many kilometers of trails in West Boxford. There is also a new area off of Lake Shore Road with limited horse trailed parking. We are continuing our renovations of kiosks at the various trail heads and properties in Boxford and are thrilled that the Boxford Common Conservation Restriction is now complete. Our head of trails, Jeffrey Hixon, has taken the lead in color coding the trail system there and he and Rich Tomczyk are also spearheading the process of obtaining permission and funding for a boardwalk in a heavily used, flooded area of Wildcat, one of the most popular forests and trail systems in town.

We had two important speakers in 2019, Scott Hoffman Black of the Xerces Society and Carol Decker, the former director of the Ipswich River Sanctuary. They both addressed climate change and its effect on insects, birds, and habitat and the efforts being made to analyze and mitigate this increasingly dangerous situation. Scott has written about the "Insect Apocalypse" and Carol has been on the forefront of research into bird habitat degradation and the cost of that reduction in bird populations and how this affects us all.

We continued our support of the Cole School and Masconomet with their Nature and scholarship programs and internships and also assist the Boy Scouts with their achievement goals.

We remain an all-volunteer, 501c3 organization, and are successfully maintaining and monitoring 16 "owned in fee" properties, 10 CRs and 17 "land protected with our assistance" parcels. We have had financial and community success this year at our various outreach and town events, especially regarding our annual "Trails Less Travelled" Trail Run. We have also modestly increased our membership.

I was told at an annual Massachusetts Land Trust Coalition meeting that we are known by the land trust community as the "little land trust that could".

Respectfully submitted by,

Jessica Grigg, President

Jeffrey Hixon, Vice President, Catherine Wallace, Treasurer, Jennie Bridge, Secretary, Alison Chase, Steve Davis, Chris Delaney, Bruce Eaton, Judy Gore, Nancy Merrill, Dennis Pyburn, Angela Steadman, Richard Tomczyk, Priscilla Welch

## HEALING ABUSE WORKING FOR CHANGE

Name of Organization: HAWC: Healing Abuse Working for Change

Address: 27 Congress Street, Suite 204, Salem, MA 01970

Phone: 978-744-2299 x312

Fax: 978-745-6886

Email: saras@hawcdv.org

Contact person: Sara Stanley

Title: Executive Director

Prior to COVID-19, HAWC was providing direct services, shelter, and homelessness prevention services to community-based clients through community-based offices, in district and probate courts, and through interagency partnerships throughout Essex County.

In March 2020, all services were impacted due to the COVID-19 crisis. As an essential business pursuant to the Governor's Advisory and we continue to provide urgently needed services during this crisis. Since March, our 24-hour emergency hotline is fully operational, providing important information and referrals, including connecting folks to food pantries, emergency unemployment and sick leave programs. To protect the safety of both staff and the public, all services are being offered remotely to provide one-on-one advocacy to survivors who are facing increased risk of violence during this time.

Between March and June 2020, we partnered with United Way to distribute critical stabilization funds for rental assistance, food and other necessities to individuals impacted by the COVID-19 crisis. Before the summer break, we worked to connect families to educational resources for their children during the school closure. Likewise, we helped victims of domestic violence to navigate the court system and enforce their rights to seek protective orders while the trial courts and police departments were closed to the public and all petitions must be made telephonically. Now that the courts are open, we are navigating the system with clients providing Legal Advocacy and Legal Representation. We are on call to the Northshore Medical Center to provide support to any patients experiencing domestic violence.

The most significant modification has been to HAWC's emergency shelter. In March 2020, the shelter housed nine adults and 11 children, most under the age of 10. Social distancing was a challenge and many staff had preexisting conditions, making shelter operations impossible. For that and many other key reasons, we made the unprecedented decision to transition each shelter family to a local extended stay hotel. During their stay, each client has received intensive mobile advocacy including safety planning, emotional support, case management, legal services, support for their children, information, and referrals to resources. Their rooms at the shelter are being held and the clients will be able to return once the crisis abates. HAWC is paying in full for the extended stay hotel rooms and this substantial, unanticipated expense is having a significant impact on the agency.

While we did not serve any self-identified residents of Boxford specifically in FY20, accessibility to HAWC services remains critical for Boxford residents in crisis. Importantly, a good number of our hotline calls are anonymous and do not identify town of origin. Furthermore, HAWC's education and outreach serves to support the wider community understanding of domestic violence and intimate partner violence.

HAWC tracks clients served, and unduplicated services provided. In FY20, HAWC provided 2,186 clients with 16,250 services; an average of 7.4 services per client. By program this is as follows:

- Community-Based Advocacy: 1,382 clients with 13,279 services
- Shelter: 65 clients with 3,106 services
- Legal Advocacy: 1,293 clients with 7,182 services
- Legal Clinic: 226 clients with 292 services
- Legal Representation 29 clients with 50 services
- Parent Child Trauma Recovery Program: 160 individuals served, of which 60 were children, received 1,378 services through this clinical program while 118 individuals - 58 parents and 60 children - enrolled in the 12 week program
- Support Groups: 129 clients attended 952 separate group sessions
- HAWC received 862 hotline calls.

HAWC measures client progress toward goals, specifically obtaining safe housing, recovery from trauma, and understanding of resources available.



## BOXFORD HISTORIC DOCUMENT CENTER

Since its establishment in 1976, the Boxford Historic Document Center has served as an archives and local history center for the town. Included in the archival collections at the Center are documents, maps, printed material and photographs, dating from the 17<sup>th</sup> century to the present. These records help provide the context for understanding the history of the Boxford and its people. In addition, the Document Center collects contemporary material, reflecting what Boxford is like today. It's easy to forget how quickly present day activities become part of a community's tradition and history!

The Document Center also works to protect Boxford's historical legacy by offering secure archival storage to community organizations to ensure the preservation of their records. Among these are First Church Congregational and the Second Congregational Church, the Boxford Village Garden Club, BTA/BOLT, several cemetery associations, the Grange, the Boxford Horticultural Society, and the Boxford PTO. Obsolete town records have also been added to the collection.

One of the main goals of the Boxford Historic Document Center is to actively share and make available the collections that are held in the public trust. In addition to reaching out to the community via social media outlets, this year the Document Center has developed a new website, [www.boxfordhistory.org](http://www.boxfordhistory.org). The website will allow members of the Boxford community, as well as researchers from outside of town, to learn about the Center's holdings and to view lists of the people, places and subjects that are documented by the archive.

During the past year, the Archivist developed and presented an educational program about the history of Boxford to the Spofford Pond School's third grade in conjunction with the state curriculum. The presentation incorporated many historic photographs from the collection, as well as a number of artifacts that illustrated various elements of Boxford's history. The children were also provided with a scavenger hunt to sites of historical significance around the town.

The Center is always looking to acquire new collections. Materials do not need to be "old" or "valuable" as long as they document the history of the town and its people. Among the donations we enthusiastically accept are photographs and postcards of buildings or town events, memorabilia and records of local organizations, schools, and churches, newspaper articles, scrapbooks, and files recording personal involvement in town government.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 to 4, the first two Saturdays of each month from 10 to 3, and by appointment. Please call 978-352-2733 or email [boxforddocs@gmail.com](mailto:boxforddocs@gmail.com) with any questions. We also welcome volunteers and interns!

Respectfully submitted,

Robin Siegel  
Archivist

Boxford Historic Document Center Board Members:

Charles Killam, Chairman / Board Member

David M. Myers Jr., President

Paul Johnson, Vice President / Finance Committee

Sandra Pinkham, Secretary

Joyce Hazelwood, Treasurer / Finance Committee

Richard Shaw, Board Member

Ron Holmgren, Board Member

Carolyn Bellefeuille, Board Member

David Kress, Finance Committee

Vacancy

November 1, 2019

Board of Selectmen  
7A Spofford Road  
Boxford, MA 01921

Dear Boxford Selectmen,

We are pleased to enclose a summary of programs, services and initiatives undertaken by Tri-Town Council during Fiscal Year 2019.

Tri-Town Council is proud to have served the communities of Boxford, Topsfield and Middleton for more than five decades. We work with thousands of youth, parents, educators and vested community members providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community support. TTC, established in 1968 and originally called the *Tri-Town Council on Drugs*, was organized by concerned citizens to address youth drug and alcohol abuse. While our service delivery model has adapted to account for changing times and needs, this focus continues to be foundational in our work.

As a result of *your* support, TTC is a community mainstay actively working with the Masconomet Regional School District, Tri-Town Elementary Schools (TTSU), law enforcement, public health and many community partners. We are laser focused on strengthening youth social and emotional well-being; working with our partners to build the important assets that all youth need to support and empower their healthy choices, self-esteem and resiliency through childhood, adolescence, growing into responsible, caring, and resilient adults.

Tri-Town Council continues to support and adapt to the evolving needs, concerns and priorities of the community and its stakeholders through cooperation and collaboration with our schools, parents, youth, law enforcement, public health, community organizations, legislators and many local and regional resources.

**We deeply appreciate the support from the Town of Boxford whose residents voted to provide Tri-Town Council with \$29,614 in FY19.** Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council.

*As we celebrate are more than 50 years of service, we thank you for your continued support of Tri-Town Council and for partnering with us in this important work for our youth and our community.*

With gratitude,  
**Stacie Bloxham**  
Stacie Bloxham  
President, Board of Directors

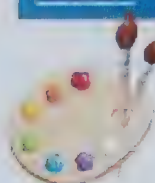
**Meredith Shaw**  
Meredith Shaw  
Executive Director







## Our Community. Your Impact.



### HORIZONS

over **80** classes K-6  
serving 600+ children

### YEAR-ROUND HORIZONS PROGRAMS



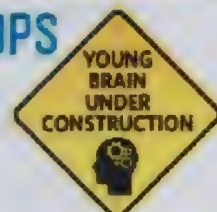
Camp Invention

including Camp Invention, Ski  
Bradford and LEGO Engineering &  
Video Game Design

### PARENT/EDUCATOR WORKSHOPS



- Stress & Anxiety
- Youth Issues and the Developing Brain
- Social Media Safety
- Addiction & the Developing Brain
- Internet Safety
- Boy Sense (Emotional Intel for Boys)
- Social/Emotional Skill Development
- Essex County DA Safety Conference & more

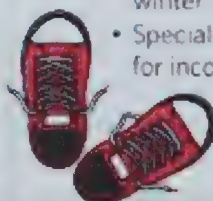


### SPONSORED PROGRAMS

- DASH (Disability Awareness Starts Here)
- Rock Band
- Samba Ensemble
- Sponsor-a-Child

### OPEN GYM

- Saturday nights during winter for MASCO Youth
- Special welcome event for incoming 7th graders



### THE COALITION

Connect, Communicate, Prevent.  
A TRI-TOWN COUNCIL PROGRAM

#### Community Partnership

Promoting healthy behaviors and youth norms, and fostering an environment where youth choose to be substance free.

#### Community Education

- Town-wide Mailings
- News Articles
- Quarterly Newsletters
- Substance Use Education & Advocacy
- Resources & Referrals
- Community Conversations

#### Convening

**35** Members **12** Sectors

### TEEN PROGRAMS

- MASCO Youth Leadership Councils
- Youth Action Advisory Board
- MA Conference for Women
- Youth Artisan Fair
- Boys Mentoring Program
- Girls 4 Girls Mentoring Program
- In-school speaker programs on relevant issues



### RESOURCE FOR FAMILIES IN NEED



### DEVELOPMENTAL ASSETS

Building blocks  
for healthy, resilient,  
empowered youth



### ALL-NIGHT GRADUATION PARTY

A 50+ year tradition with **90%** class participation!



### PROJECT Safety Net

when times are tough  
call or text **978.771.4619**  
24/7 for help  
it's anonymous

### YOUTH RISK BEHAVIOR SURVEY

**2,000** youth at MASCO & Community Adult Perception Survey

[www.tritowncouncil.org](http://www.tritowncouncil.org)



@TriTownCouncil



## TRI-TOWN COUNCIL ANNUAL REPORT - FY 2019

*Celebrating over 50 years supporting Tri-Town Youth and Families!*

**WHO WE ARE:** Serving and supporting youth and families for over five decades, Tri-Town Council (TTC) continues our commitment to **support and empower youth** to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways. **We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Middleton and Topsfield, Massachusetts.**

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the *Tri-Town Council on Drugs*, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on **positive youth development**.



Our work is guided by the **Developmental Assets Framework** and **Positive Community Norms (PCN)** using [The Science of the Positive \(SOTP\)](#).

**Developmental Assets** are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets

of positive youth development and rooted in prevention research, the [Developmental Assets Framework](#) is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

**The Positive Community Norms** approach to improving community health is founded on the [Science of the Positive](#). Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007). Dr. Jeff Linkenbach, whose research and frameworks guide TTC in this work, presented to TTC and many community partners in November 2018.



**HOW WE DO OUR WORK:** We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, police departments,

faith-based organizations, local legislators and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. ***It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.***

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors; community and family foundations; and corporate and institutional grants, which together make our work possible.

**OUR IMPACT:** In the 2018-2019 program year, TTC's efforts reached **thousands** of youth, parents and educators with **more than 100** educational, enriching and empowering programs and workshops including alcohol, vaping/tobacco & drug prevention education for youth and adults; implementation of the biennial Youth Risk Behavior Survey at Masco MS and HS collecting substance use, behavior and perception data; programs which focus on adolescent behavior and raising resilient teens; a community conversation on mental health; the unique challenges of raising boys; youth leadership workshops; peer mentoring; after-school enrichment; and substance-free events among others.

## CORE PROGRAMS

**The Coalition** - established in 2010, [The Coalition](#) continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, civic organizations, youth and parents. The Coalition is TTC's directed focus on reducing and preventing substance use among tri-town youth. *The Coalition* provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy. The receipt of multi-year grant funding from the Peter and Elizabeth Tower Foundation has allowed TTC to further expand and deepen the work of The Coalition including hiring a dedicated Coalition Coordinator in FY19.





**Horizons After-School & Summer Enrichment** - Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes, taught by experienced adults, may include art, science, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. We continued to offer several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate Frisbee, dance and art which provided leadership and mentoring opportunities for our high school youth. These teens also serve as wonderful role models for elementary youth. Horizons is offered in 2, 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer; and includes a 6-week ski program for Boxford youth grades 3-6 at Bradford Ski. Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students who may need additional support. In FY19, **14 high school youth participated in the Teacher's Assistant program**. Programs are held at the elementary schools immediately after dismissal during the school year and new this year several classes before school. Summer programs are held at various locations in the Tri-Town. During FY18 more than 500 Tri-Town elementary youth participated in after-school Horizons and **10 high school youth and 12 middle school youth served as volunteer counselors** during summer Camp Invention.

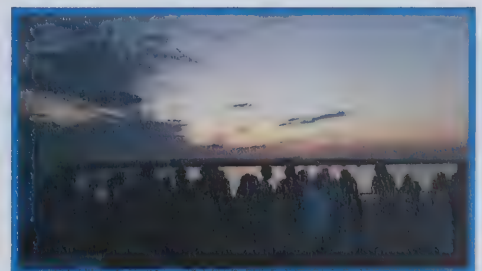


**Youth Action Advisory Board (YAAB)** – this dynamic and dedicated group of Masconomet high school students serves under the umbrella of **The Coalition** and works with community leaders and peers to address issues that matter most to

teens. YAAB is about speaking up, speaking out and making a difference in the community. YAAB is coordinated by TTC's Youth Program Director. FY19 activities included 2 community showings of "If They Had Known", participating in training offered by The 84 Youth Tobacco Prevention in advance of a visit to the MA Statehouse as part of The 84 advocacy group, presentations to local boards of health and selectmen and peer education focused on vaping.



**All-Night Graduation Party** - Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception in 1968, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of underclassmen and TTC staff.



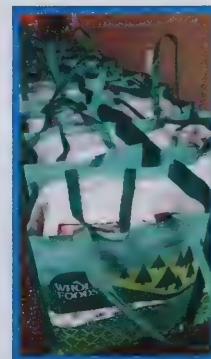
The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. More than 200 graduated seniors and 35 chaperones participated in the 2019 event.

**Tri-Town Council Scholarship Program**- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their community service and being exemplary role models to peers during their high school years. **The 2019 recipients were Sydney Brooke, Michael Duest and Joseph Perkins.** FY19 marks the 9<sup>th</sup> year these scholarships have been awarded. In FY19 TTC awarded \$500 to each recipient.

**Project Safety Net 24/7 Helpline – Counseling** provided 24/7 via telephone and text access to a licensed mental health counselor. **Project Safety Net** is used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.



**Tri-Town Community Resources for Families in Need** - TTC and the Masconomet School Health Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/fuel assistance, safety and more. This resource list ([Community Resource Guide](#)) updated in August of 2019 is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for tri-town families in particular need during the November/December holiday season. This support includes non-perishable food items plus a gift card to a local grocery store provided by Christian Angel Smile Foundation at Thanksgiving and Christmas.



**Youth Risk Behavior Survey (YRBS)** – The YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people as well as the peer, adult, and community supports they have in place. This tool is used across the state and nationally to assess youth behaviors and perceptions. Administered biennially to Masconomet middle and high school youth since 2010, the anonymous survey includes questions about alcohol, tobacco, vaping, marijuana and other drug use; bullying; depression; stress; sexual behaviors; dietary behaviors, physical activity; screen time; protective factors; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk



prevention programs within the schools and community. The YRBS was administered in November 2018 to almost 2000 middle and high school youth. The Executive Summary was released in the spring of 2019. Survey findings were first presented to TTC's YAAB Board then to a self-selected group of Masconomet High School Youth in a one-day data retreat held on a Saturday in March 2019. The data was presented to the Masconomet School Committee in May 2019 with YAAB member support. Presentations to stakeholders will continue in FY20 including a Community Conversation scheduled for January 2020. The survey data is used to inform TTC programming, in particular our Positive Community Norms initiative, and is shared and used by Masconomet, public health, and others. Executive summaries of all YRBS administered are available on the [Masconomet](#) and [Tri-Town Council](#) websites.

**Adult Perception Survey (APS)** – conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks tri-town adults (parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult vested in the local community) for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all tri-town adults who parent, educate and care for and about tri-town youth. 268 adults participated in the 2019 survey, offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information will be presented to the community in conjunction with the YRBS survey data in January 2020. Executive summaries of past Adult Perception Surveys are available on our [website](#). The 2019 Adult Perception Survey data is in the process of being analyzed and will be available on our website.

## ENRICHMENT PROGRAMS & WORKSHOPS

### Youth Workshops/Activities

**Massachusetts Conference for Women (Young Women's Program)** Tri-Town Council, for the 8th year, secured sponsorship for 8 Masco Junior and Senior girls and 3 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. For the past two years, TTC's participation has been sponsored by State Street Bank.



**Open Gym Nights for Middle & High School Youth** – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November-March in the Masconomet Field House.



Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, Frisbee, board games and some craft activities.

**Open Mic Nights for High School Youth** - new this year, Open Mic held on several Friday nights throughout the school year are designed for high school youth only; giving them an opportunity to perform in an uncensored, judgement free, supportive environment. Teen performances included poetry, music, storytelling, and comedy.

Tri-Town Council partnered with Creative Co-Op in Topsfield to host these teen events.



**6<sup>th</sup> Grade Fun Night in its 6<sup>th</sup> year** - This two hour event provides another opportunity for tri-town 6<sup>th</sup> graders to meet in a casual environment for an evening of games and activities. Middle and high school youth help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet to encourage participation. More than 250 6<sup>th</sup> graders and more than 30 middle and high school volunteers attended in May 2019.

Katelin Kim, a graduating senior and TTC intern, created a [video of 2019 6th Grade Fun Night](#).



**Girls 4 Girls Mentoring Program** – completing its fourth year, the mentoring program is run at Howe-Manning School, Spofford Pond School and Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly October-June to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. In 2019 there were 33 Mentor/Mentee matches (total 66 participants) among the three communities.



**Boys Mentoring Program** – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys meet during TTC's Saturday Open Gym nights. The Mentors and Mentees actively engage with one another in myriad activities that include sports, games, partner activities



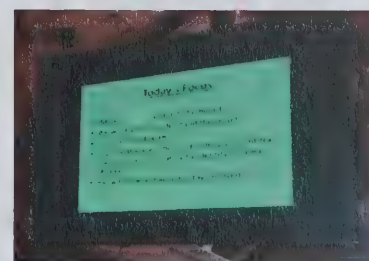
and science and building challenges. During this past year we had 10 elementary boys and 9 high school mentors participate.

**Intergenerational Programming** – TTC works closely with the Topsfield Council On Aging (COA), school and community partners to support Intergenerational activities in Topsfield, linking older adults with tri-town youth. This program benefits young people by providing opportunities to engage with older adults in positive and structured ways; learn from their experience and wisdom; and affords our seniors an opportunity to stay socially engaged, come to know young people as assets as well as share their experience and wisdom. TTC teamed up with the Topsfield



COA, the Proctor Planet Protectors and other students, as well as GREEN Topsfield for the design, installation and planting of the Proctor Intergenerational Garden. Through the grant-writing efforts of the Proctor Wellness Committee, accessible garden beds were purchased, assembled and planted by TTC and the committee. During the Proctor “Day of Service” youth toured the **Rest Stop Ranch** in Topsfield, an intergenerational garden artfully designed as a sanctuary for all touched by long-term illness. Following the tour, we planted vegetables, herbs and flowers in the raised beds, utilizing composted materials. Families signed up to water the Intergenerational garden throughout the summer and in the Fall, youth participated in “harvesting” the vegetables, creating salsas, pestos and other recipes featuring abundant vegetable. Plans are to expand TTC’s IG programming initiatives to Boxford and Middleton in the coming year(s)

**High School Retreat** - Sponsored by TTC and YAAB, this year’s high school retreat was focused on the 2018 Youth Risk Behavior Survey. Held on a Saturday in March, more than 20 high school youth spent 6 hours with TTC staff digging into the YRBS results. During the day participants spent time reviewing key sections of the survey exploring and considering what the data says about tri-town youth health and well being. Participants were asked to share their experiences as a teen in the tri-town community as well as to identify key youth strengths and concerns as noted in the survey results based on their perspective. Their feedback was incorporated into subsequent presentations and will be instrumental in the Community Conversation to be held in January (FY20).



**6th Grade Student Transition** – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the three upper elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit which is an important part of the 6th graders overall preparation for Middle School.

**Youth Artisan Fair @ Strawberry Festival** - held in conjunction with the Topsfield Strawberry Festival in June. This program affords tri-town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event. 13 youth artisans participated this year.



In addition to our diverse program offerings for youth, Tri-Town Council offers **internship opportunities** through Masconomet's Senior Internship program, in FY19 two Seniors participated. Additionally, TTC staff work with local Girl Scouts to serve in Mentor roles for **Gold Award** candidates as appropriate.



### Parent/Community Presentations & Workshops

**Surviving Adolescents: Outwit, Outplay, Outlast!** - Presented by Mark Altman for parents/caregivers of middle school aged youth. This 2 hour hands-on workshop focused on helping attendees learn how to establish mutual respect with their teens; how to open communication channels; and how to establish healthy relationships with their adolescents.



### **Science of the Positive - Why it Matters...How Shifting Perceptions Leads to Shifting Realities -**

Tri-Town Council was honored to offer this inspiring program to the community in November 2019. Presented by Dr. Jeff Linkenbach from The Montana Institute, this keynote presentation offered our community partners an opportunity to learn and explore how focusing on & growing the positive can lead to community transformation; how to identify, measure and grow the positive that already exists in our communities; how to apply the Science of the





Positive Framework to shift perceptions, behaviors and improve health outcomes. The morning presentation was followed by an afternoon of professional development for TTC staff enabling us to further our work with the SOTP Framework. The funding for the keynote and subsequent professional development was provided by the Peter and Elizabeth C. Tower Foundation.

**In Plain Sight** - an adults-only (over 21) exhibit offering an opportunity for participants to explore all of the ways drugs, alcohol and other risky behaviors (self-harm, eating disorders) can be hidden in plain sight via a mock teen bedroom. The interactive exhibits offered opportunities to identify red flags, talk to local experts and gather resources. This 3 day event was held at the Topsfield Fairgrounds, Coolidge Hall, in partnership with many Coalition partners including the Topsfield, Boxford and Middleton Police, Fire and Health Departments.



**“If They Had Known”** - Sponsored by our **Youth Action Advisory Board**, this powerful documentary focuses on the risks of recreationally mixing prescription drugs with alcohol. It is an honest and emotional account of what happened the night of Clay Soper’s death, a 19 year old college student from Winchester, MA spoken by the friends who were with him. **YAAB** hosted two viewings, one at Masconomet and the other at the Topsfield Library. At both venues members of **The Coalition** were on hand to answer questions, provide guidance and advice to those in attendance. Screening generously funded by The Foundation for Alcohol Education.

**Boy-Sense: Decoding the Developmental Needs & Nurturing the Resilience of Boys at Home & School** - presented by Boxford resident and consultant Stephanie Meegan, this popular program is intended for parents/caregivers and educators of boys in grades preK-6th. Attendees received practical insights and simple, yet powerful recommendations that they could easily implement at home and in the classroom supporting the unique needs of all young boys.



**Vaping Presentation** - On March 4th, Diane Knight, Director of the Northeast Tobacco Free Community Partnership and toxicologist Cindy Grondin, PhD presented [“The New Look of Nicotine Addiction”](#) to the community. Community members were invited to attend to learn about and access resources on what vaping products are, why they are harmful, and how to protect youth from this latest trend.

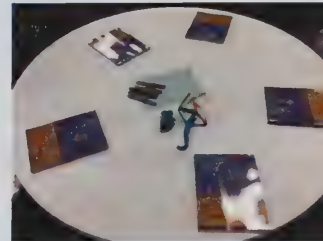
**A Conversation About Mental Health** - Jointly sponsored by Tri-Town Council, **Senator Joan Lovely** and the Congregational Church of Topsfield, this program featured



**Judge John T. Broderick** and provided an opportunity to discuss how to reduce stigma, increase awareness and build support & empathy in our community and beyond. This event, open to adults and high school aged youth, included guided conversation and opportunity for Q&A with an expert panel representing NFI Massachusetts, Inc., National Alliance on Mental Illness (NAMI), Health Services Director at Masconomet, Baystate Recovery, Beth Israel Lahey Health, The Nan Project and McLean Hospital.

### **Professional Development for Educators, Administrators & Community Partners**

- ❖ **Youth Mental Health First Aid** - in this 8 hour workshop held over 2 days, participants learned risk factors/warning signs of common adolescent mental health challenges; the importance of early intervention; how to support youth developing signs/symptoms of mental health illness or emotional crisis by applying a 5 step core action plan. This impactful and free program was offered two times in FY19 (Fall and Spring) and will be offered two times in FY20 and FY21 as a result of the generous funding provided by the Peter and Elizabeth C. Tower Foundation.
- ❖ Sponsored local participation which included school and law enforcement representatives as well as TTC staff and Board of Directors at the **Essex County District Attorney Annual Safety Conference** in May. The 2019 topic was *Healthy School Environments: Responding to Sexting & Vaping*.



### **COMMUNITY OUTREACH**

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events and regularly attends meetings of town and school boards to share our work. Outreach included:

- Masconomet MS and HS Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health and Planning Boards
- Presentations to School Committees (K-12) and Parent Advisory Groups
- TTSU Parent University
- Proctor School Wellness Fair
- Middleton Gets Moving Night
- Topsfield Strawberry Festival/Youth Artisan Fair
- Programming information sent weekly via TTC e-mail newsletter to over 2500 addresses



- Social media presence including TTC Facebook page and Twitter

## AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

**Tri-Town Rock Band** - Tri-Town Rock Band is an inclusive performing pop-rock ensemble and is comprised of Tri Town students with disabilities in grades 6–12 who are interested in learning and playing pop & rock music appropriate for advancing musical skills. Participants work with youth mentors who possess strong musical and mentoring skills. Since its inception in 2016, the band has learned 14 songs and publicly performs at least four times a year. This program is under the direction of Andrea Monty, Director of Spofford Pond Band. Check out this terrific performance at a Best Buddies event at Masco here:  
<https://www.youtube.com/watch?v=fhmVktK5B2g>



**Disability Awareness Starts Here (DASH)** Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and Middleton. This parent-led program relying on more than 250 volunteers annually is embraced by the elementary school district, emphasizes **abilities** rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year all youth in second through fifth grade participate in this program; first grade youth participate in an abbreviated program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. **The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities- Grade 5.**



**Sponsor-A-Child** – a Boxford-based program run at Cole and Spofford Pond Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child working with Santa's

Helper of Salisbury, facilitates the donation of hundreds of wish list gifts (clothing and essentials) with the help of dozens of classroom volunteers to more than 40 needy children during the 2018 holiday season.

### **TRI-TOWN COUNCIL LEADERSHIP**

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

TTC's professional work space is located at 7 Grove Street, Topsfield. In addition to the primary space on the second floor, TTC has a dedicated program space in the basement of this building where we host meetings such as The Coalition, YAAB as well as a variety of programs.

### **OUR FUNDING**

Municipal funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of Tri-Town Council.

### **IN SUMMARY**

Through our educational, enrichment, mentoring and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively provides support and addresses current and emerging concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations, legislators and area resources to insure the highest impact and most cost effective delivery of our programs and



services. We maintain high visibility in the community through our website:

[www.tritowncouncil.org](http://www.tritowncouncil.org), weekly

E-news to more than 2800 subscribers within our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript, the Salem Evening News, PTO directories and other organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents/caregivers, youth and community members via [Facebook](#) (over 750 page follows) and [Twitter](#), providing important programming information as well as resources pertaining to various youth & family issues, social and emotional challenges and guidance in raising children of all ages. Our newly designed website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyberbullying, social media and Internet safety, stress/anxiety management and alcohol, marijuana, vaping, prescription drug and other forms of substance abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; and faith-based institutions. TTC maintains connections with professional groups including Community Anti-Drug Coalitions of America (CADCA), MassTapp, Bolster Collaborative, Search Institute and the Massachusetts Non-Profit Network. We work with local organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

***The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - it is as a result of Municipal, Corporate, Foundation, Individual and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.***

### **TRI-TOWN COUNCIL BOARD OF DIRECTORS**

#### **FY 19**

Stacie Bloxham, President  
Susie Read, Treasurer  
Johanna Bernard, Secretary  
Jane Pappas  
Laura O'Connor  
Beth Beringer  
Zillie Bhujju, Past President

#### **FY20**

Stacie Bloxham, President  
Susie Read, Treasurer  
Johanna Bernard, Secretary  
Beth Beringer  
Randi Brown  
Sue Duval  
Jessica Schoonmaker  
Megan Pietropaolo  
Angela Ray  
Hilary LaMotte Burke

### **TRI-TOWN COUNCIL ADVISORY BOARD FY20**

Jane Pappas; Zillie Bhujju; Laura O'Connor; Emily Collins; Marise Stewart; Mary Dodge;  
Susan Fowler; Chris Rothman; Rodney Pendleton; Robin Wildman; Joan Murphy; Adam Thurlow

### **TRI-TOWN COUNCIL STAFF FY20**

Meredith Shaw, Executive Director; Dawn Seymour, Youth Programs/Special Projects; Nicole  
Gregoire-Allis, Coalition Coordinator; Gretchen Rehak, Communications/Development  
Manager; Bonnie Collins, Accounting Manager; Beth Whalley, Horizons Program Coordinator

Respectfully submitted,

*Meredith Shaw*

Executive Director

[mshaw@tritowncouncil.org](mailto:mshaw@tritowncouncil.org)

(978) 887-6512

Fed EIN #23-7130785

## BOXFORD TELEPHONE NUMBERS

### COMMUNITY SERVICES



Council on Aging .....	978-887-3591
Town Beach at Stiles Pond-Emergency Only .....	978-352-7033
Historic Document Center .....	978-352-2733
Sealer of Weights & Measures .....	978-887-4101
HAWC (Help for Abused Women & Children) .....	978-744-8552
Tri-town Council on Youth and Family Services .....	978-887-6512
Veteran's Agent .....	978-688-9525

### DEPARTMENT OF PUBLIC WORKS (Fax: 352-5558)

Highway Garage .....	978-352-6555
24 hour contact via the Communications Dept .....	978-887-8135

EMERGENCY (Police and Fire) ..... 911

### PUBLIC SAFETY (Fax: 978-887-8138)

Animal Control Officer .....	978-887-8136
Communications Department .....	978-887-8136
Fire Department .....	978-887-5725
Police Department .....	978-887-8135

### LIBRARY (Fax: 978-887-6352)

Boxford Town Library at Town Hall .....	978-887-7323
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### POST OFFICES

East Boxford Village (01921) .....	978-887-0837
West Boxford Village (01885) .....	978-352-6632

### TOWN HALL OFFICES 978-887-6000

Office of the Selectmen/Town Administrator (Fax: 978-887-5361) .....	978-887-6740
Accounting/Finance Director (Fax: 978-887-3151) .....	978-647-6950
Assessor's Office (Fax 978-887-3546) .....	978-887-6692
Town Clerk (Fax: 978-887-3546) .....	978-887-0710
Treasurer/Tax Collector (Fax: 978-887-3546) .....	978-887-3674
Building Inspector (Fax: 978-887-1236) .....	978-887-6401
Electrical Inspector .....	978-887-6740



Plumbing Inspector .....	978-887-6740
Conservation Commission (Fax: 978-887-3466) .....	978-887-3482
Board of Health (Fax: 978-887-3466) .....	978-887-2875
Planning Board (Fax: 978-887-3466) .....	978-887-3482
Animal Inspector (Fax: 978-352-5238) .....	978-352-6336

#### **SCHOOL DEPARTMENT**

Tri-Town School Union (Fax: 978-887-8042) .....	978-887-0771
Harry Lee Cole School (Fax: 978-887-0703) .....	978-887-2856
Spofford Pond School (Fax: 978-352-7855) .....	978-352-8616
Masconomet Regional Middle/High School (Fax: 978-887-3573) .....	978-887-2323
Superintendent – Masconomet (Fax: 978-887-3573) .....	978-887-2323
Essex North Shore Agricultural & Technical School .....	978-304-4700



## BOXFORD INFORMATION

POPULATION – 8,423  
NUMBER OF RESIDENCES (2019)- 2782  
REGISTERED VOTERS – 5,951  
AREA - 24.39 square miles  
POPULATION DENSITY – 441 Persons per sq. mile  
AVERAGE HOUSE VALUE - \$668,000  
MILES OF ROADS – 96.5  
NUMBER OF NAMED STREETS - 180  
TAX RATE (FY 2018) – \$16.17 per thousand

U. S. SENATORS  
Elizabeth A. Warren (D)  
United States Senate  
2 Russell Courtyard  
Washington, D.C. 20510  
Tel: (617) 565-3170 (Boston)

Edward J. Markey (D)  
United States Senate  
218 Russell Senate Office Building  
Washington, D.C. 20510  
Phone: 202-224-2742

U. S. CONGRESSMAN  
Seth W. Moulton (D)  
U. S. House of Representatives  
1408 Longworth House Office Building  
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Fax: (202) 225-5915

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Fax: (978) 717-5463

GOVERNOR  
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Massachusetts State House, Room 280  
Boston, MA 02133  
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888.870.7770 (in state)  
Fax: 617.727.9725  
TTY: 617.727.3666

STATE SENATE  
(First Essex & Middlesex Districts)  
Bruce E. Tarr (R)  
State House, Room 308  
Boston, MA 02133  
Tel: (617) 722-1600  
Email: [Bruce.Tarr@masenate.gov](mailto:Bruce.Tarr@masenate.gov)

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Precinct I  
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Boston, MA 02133  
Tel: (617) 722-2060  
Email: [tram.nguyen@mahouse.gov](mailto:tram.nguyen@mahouse.gov)  
Home: Andover

Precinct 2 & 3  
Leonard Mirra (R)  
24 Beacon Street, Rm 548  
Boston, MA 02133  
Tel: (617) 722-2488  
Email: [Lenny.Mirra@mahouse.gov](mailto:Lenny.Mirra@mahouse.gov)  
Home: West Newbury

**VOLUNTEER APPLICATION  
TO SERVE ON A TOWN BOARD/COMMITTEE**

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

Boxford Town Hall  
*Office of the Selectmen*  
7A Spofford Road  
Boxford, MA 01921  
978-887-6000, Ext. 502

Name

Address

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_ Fax: \_\_\_\_\_

**COMMITTEE INTEREST:**

Brief summary of your background: (you may enclose a separate letter if desired)

***THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN***